

4.A.6. (X) BPT TO PROVIDE DS TO COMMARFORRES FOR ANY USMCR FORCES TRANSITING TO XXXXXXXXXX AOR VIA EAST COAST BASES/STATIONS.

4.B. (U) COMMARFORRES. REQUEST

4.B.1. (U) PROVIDE ADEQUATE REPRESENTATION AT CONFER SPTING PLANNING EFFORT TO EFFECT REQOR DEV AND INITIAL SOURCING OF USMC FORCE REQOR, UNABLE TO BE FILLED BY CDRUSJFCOM-ASSIGNED ACTIVE USMC FORCES, AND ARE TO BE FILLED BY CDRUSJFCOM-ASSIGNED USMCR FORCES.

4.B.2. (U) BPT ID EXCESS EQUIP TO FILL UNSOURCED REQOR OF OTHER FORCES.

4.B.3. (U) ID ANY UNSOURCED REQOR FOR RECONCILIATION BY THE COMDR TO WHOM THE FORCE RPTS FOR PLANNING.

4.B.4. (U) PROV "REACH-BACK" SPT TO CONFER PARTICIPANTS BY MAINTAINING CAPABILITY TO RESPOND TO SOURCING CHALLENGES REQOR UNIT COMDR INPUT.

4.B.5. (U) DIR COMDRS OF UNITS ID TO SOURCE THESE FORCE REQOR, TO RPT TO OP COMDR WHO IS TO EMPLOY FORCE, FOR DEPLM AND EMPLM PLANNING, NLT [DATE].  
(SEE TASK ORG)

4.B.6. (U) UPDATE SOURCING INFORMATION TO ACCURATELY REFLECT UNIT DEPLM LIST (UDL) DATA.

4.B.7. (U) FOR FORCES FALLING IN ON INPLACE EQUIP. DIR DEPLOYING UNIT COMDRS TO COORD W/COMDR TO WHOM THE FORCE RPTED FOR PLANNING TO ID WHAT PORTION OF THE FORCE REQOR IS TO BE SOURCED FM INPLACE EQUIP, AND WHAT PART IS TO BE SOURCED FM "ON-HAND" UNIT EQUIP.

4.B.8. (U) DIR DEPLOYING UNIT COMDR TO PARTICIPATE IN [OPERATION NAME] EXERCISES SPTING PLANNING EFFORT THAT ENHANCE ABILITIES OF FORCES SOURCING RESPECTIVE PLAN REQOR.

5. (U) OTHER PLANNING GUIDANCE

5.A. (U) RECOGNIZING THE CHALLENGE PRESENTED BY THIS TIME-CONSTRAINED PLANNING EFFORT, PARTICIPATION BASED ON NON-INTERFERENCE W/CURRENTLY TEEPED EVENTS. HOWEVER, THIS HAS PLANNING PRIORITY OVER PREVIOUSLY TEEPED JOINT/UNIT TRNG, UNLESS DIR OTHERWISE BY CDRUSJFCOM.

5.B. (U) NO CHANGES TO CDRUSJFCOM-ASSIGNED USMC/USMCR FORCES USED TO SOURCE CDRUSXXXX [OPERATION NAME] FORCE REQOR (ID IN TASK ORG) ARE AUTH WITHOUT APPROVAL OF COMMARFORCOM.

5.C. (U) ACTIONS RELATED TO OPCODE PLUS AND GFC RESP TO BE PROMULGATED IN COMMARFORCOM DEPEND SPTING [OPERATION NAME] FORCE DEPLM.

5.C.1. (U) PERS ACTIONS AND EFFORTS RELATED TO OPCODE PLUS.

REQUEST COMMARFORRES AND CG II MEF ENSURE FOL ACTIONS ARE COMMENCED

5.C.1.A. (U) VERIFY DEPL PERS POSSESS ACTIVE DUTY ID CARDS.

5.C.1.B. (U) VERIFY DEPL PERS SRB/OQR CONTAIN CURRENT RECORD OF EMERGENCY DATA, BIR/BTR, AND SGLI. ENTRIES TO BE RUN IN MCTFS PRIOR TO TRANSFER.

5.C.1.C. (U) DEPL FORCES TO COMPLETE ALL PERS ADMIN, LEGAL, SCREENING, AND PROCESSING TASKS (INCL STORAGE OF HOUSEHOLD GOODS/POVS) PRIOR TO TRANSFER.

5.C.1.D. (U) VERIFY DEPL PERS DEERS DATA IS CURRENT.

5.C.1.E. (U) FORCES TO DEPL W/UPDATED SERVICE AND MEDICAL/DENTAL RECORDS.

5.C.1.F. (U) VERIFY DEPL PERS POSSESS ENOUGH TIME ON CONTRACT TO FULFILL DEPLM.

5.C.2. (U) POVS. AT DISCRETION OF COMMARCORBASESXXX, CG II MEF, GFC, AND TRANSFERRING UNIT COMDRS, USMCR UNIT PERS ANTICIPATED TO TRANSFER ARE AUTH POVS WHILE ABD COMMARCORBASESLANT AND COMMARCORBASESPAC INSTALLATIONS. CG II MEF TO COORD W/CG MCB CAMLEJ AND COMCABEAST TO ENSURE COMPLIANCE BY DEPL PERS W/APPLICABLE BASE POV/TRAFFIC REGS AND LOCATE APPROP PARKING.

5.C.3. (U) MOVEMENT CONTROL. REQ COMMARFORRES BPT COORD MVMT CONTROL AND RPTING W/COMMARFORPAC, COMMARFORCOM AND CG I MEF.

5.C.4. (U) FACILITIES/GARRISON SPT. CG II MEF COORD W/COMCABEAST AND COMMARFORRES FOR FACILITIES, BILLETING, GME, MESSING AND OTHER GARRISON SPT OF USMCR FORCES, AS REQUIRED.

5.D. UNIT AND INDIV EQUIP

5.D.1. (U) CG II MEF

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5.D.1.E. (U) BPT SUBMIT UNS, PER REF X, FOR EQUIP SHORTFALLS WHERE APPLICABLE VIA OP CHAIN.

5.D.2. (U) COMMARFORRES. REQUEST

5.D.2.A. (U) DIR DEPL UNIT CMDRS TO SOURCE AS MUCH OF A/A TO INCL SAPI, AND CBE TO EXTENT POSSIBLE, AND ID ANY UNSOURCED A/A RQMTS TO COMMARFORCOM FOR FURTHER SOURCING ACTIONS.

5.D.2.B. (U) ENSURE TRANSFERRING UNIT PERS, INCL USNR MED PERS, POSSESS ICCE.

5.D.2.C. (U) ENSURE FORCES PLAN TO CONDUCT ALL UNITS MOVEMENTS W/INDIV WPNS.

5.D.1.D. (U) BPT SUBMIT UNS, PER REF X, FOR EQUIP SHORTFALLS WHERE APPLICABLE VIA OP CHAIN.

5.E. (U) FUNDING. CAPTURE, RECORD, AND RPT ALL COSTS ASSOC W/DEPLM AND RPT TO THE COMPTROLLER VIA THE CHAIN OF CMD. OBLIGATIONS TO BE TRACKED USING THE APPROP SIC AND RPTED ON THE MONTHLY CONOPS RPT.

5.E.1. (U) COMMARFORRES. REQUEST BPT CAPTURE, RECORD, AND RPT UNIT TRANS COSTS AND SVC MEMBER ENTITLEMENT COSTS TO COMMARFORCOM VIA CONTINGENCY OP COST RPT.

5.E.2. (U) CG II MEF. BPT CAPTURE, RECORD AND REPORT ALL OP COSTS TO COMMARFORCOM VIA CONTINGENCY OP COST RPT.

5.E.3. (U) ANTICIPATE RPTS DUE TO COMMARFORCOM ON X AND X OF EACH MONTH.

5.F. (U) MEDICAL. REQUEST COMMARFORRES AND CG II MEF COMMENCE PREP FOR DEPL [NAMED OPERATION] PERS (INCLUSIVE OF MEDICAL AUGMENTATION PROGRAM (MAP)) TO POSSESS

5.F.1. (U) UP-TO-DATE IMMUNIZATIONS TO INCLUDE: [TBD BY OPERATION]

5.F.2. (U) CURRENT AUDIOGRAM, PPD, G6PD, HIV, AND SICKLE CELL TRAIT TEST RESULTS ON FILE IN MEDICAL RECORD.

5.F.3. (U) DNA SPECIMEN OBTAINED PRIOR TO TRANSFER.

5.F.4. (U) CURRENT PHYSICAL OR ANNUAL CERTIFICATION (NAVMED 6320/15) OR DOCUMENTATION OF EXCEPTION FOR LIMDU MBRS) ON FILE.

5.F.5. (U) PRESCRIPTION EYEGLASSES (2PR), MED WARNING TAG AND GAS MASK INSERTS (1PR) AS REQ FOR DEPL PERS.

5.F.6. (U) BPT COMPLY W/CJCS MEMO (DTD 4 DEC 98) ON DEPLM HEALTH SURVEILLANCE AND READINESS.

5.G. (U) READINESS RPTING

5.H. (U) AVIATION LOG. TO BE ADDRESSED VIA SEPCOR.//  
DECLAS/XX//

MESSAGE EXAMPLE

8. COMMARFORCOM Request to Activate USMCR Units

1. Purpose. To provide an example of a COMMARFORCOM message requesting DC PP&O (PO) to activate USMCR units. This message will normally be classified Secret.

2. Sample: COMMARFORCOM message requesting DC PP&O (PO) to activate USMCR units.

[MESSAGE CLASSIFICATION] //N03000//

OPER/OPERATION XXXX (XXX) //

MSGID/GENADMIN/COMMARFORCOM//-/MMM//

SUBJ/REQUEST ACTIVATION OF USMCR UNITS ISO [NAMED OPERATION] (U) //

REF/A/[AS APPROPRIATE]

NARR/(U) REF A IS ... //

POC/XXXX/LTCOL/COMMARFORCOM/G3/5/7/TEL: DSN 836-0738  
/COML (757)/836-0738/E-MAIL: XXXX@MARFORCOM.USMC.MIL/  
/SIPRNET: XXX@MARFORCOM.USMC.SMIL.MIL//  
POC/XXX/LTCOL/COMMARFORCOM/G3/5/7/TEL: DSN 836-0740/  
/COML: 757-836-0740/E-MAIL: XXX@MARFORCOM.USMC.MIL/  
/SIPRNET: XXX@MARFORCOM.USMC.SMIL.MIL//

NARR/(X) THIS IS A REQUEST FOR ACTIVATION OF USMCR FORCES  
ISO OPS IN [APPROPRIATE COMBATANT COMMANDER] AOR.//

RMKS/1. (U) IN ANTICIPATION OF SECDEF APPROVAL AND CDRUSJFCOM  
DIRECTION TO DEPLOY AND TRANSFER CDRUSJFCOM-ASSIGNED USMCR FORCES,  
COMMARFORCOM REQUESTS ESTABLISHMENT AND ACTIVATION OF  
USMCR DETS/UNITS LISTED BELOW, TO BE GAINED BY EMPLOYING FORCE COMDRS  
INDICATED IN REFS A (other references as required).

2. (X) FOR CMC. REQUEST DIR MOBILIZATION AND ACTIVATION OF USMCR  
DETS/UNITS ISO [APPROPRIATE COMBATANT COMMANDER] OP REQR. IN ANTICIPATION OF  
DIRECTION BY CDRUSJFCOM, ALL ACTIVATED UNITS TO REPORT TO CG X MEF  
SUBORDINATE EMPLOYING FORCE COMDRS FOR RSO, EMPLM, AT/FP AND REDEPLM  
PLANNING, PER REF B, AND OPCON FOR EXECUTION UPON ARR IN SUPPORTED  
COMMANDER'S AOR.

2.A. (X) MISSION DESCRIPTION. UNITS TO AUGMENT/REINFORCE COMDRS  
WHO ARE TO EMPLOY THEM IOT PROVIDE COMBAT/COMBAT SUPPORT/COMBAT  
SERVICE SUPPORT CAPABILITY IN [APPROPRIATE COMBATANT COMMANDER] AOR.  
SPECIFIC MSN TASKS AS DIR BY CG, X MEF SUBORDINATE EMPLOYING FORCE COMDRS.

2.B. (U) FORCE DESCRIPTION. AUGMENT/REIN RESPECTIVE EMPLOYING FORCE  
COMDR, AS INDICATED, WITH REQR CAPABILITY CONSISTING OF FORCE REQR  
ID IN REFS A,B, AND CDRUSCENTCOM JOPE PID XXXXX. RECOMMENDED  
ACTIVATION/EXTENSION DATES AS FOL (READ IN THREE COLUMNS-UNIT/APPROX  
# PAX/RECOMMENDED ACTIVATION/BEGINNING EXTENSION DATE).

2.B.1. (U) FORCE UNITS

2.B.1.A. (U) DET, CI/HUMINIT CO (-)/30/DD MMM YY

2.B.1.B. (U) 3D CAG(-)/100/DD MMM YY  
2.B.1.C. (U) OTHER UNITS AS REQUIRED

2.B.2. (U) 4TH MARDIV  
2.B.2.A. (U) DET, 4TH MARDIV/32/DD MMM YY  
2.B.2.B (U) DET, COMM CO, HQBN/40/DD MMM YY  
2.B.2.C. (U) OTHER UNITS AS REQUIRED

2.B.3. (U) 4TH MAW  
2.B.3.A. (U) DET, 4TH MAW (FWD WEST)30/DD MMM YY  
2.B.3.B. (U) DET, MAG-42 (ACE CELL)/DD MMM YY  
2.B.3.C. (U) OTHER UNITS AS REQUIRED

2.B.4. (U) 4TH MLG  
2.B.4.A. (U) 4TH MLG FWD NUC WEST/10/DD MMM YY  
2.B.4.B. (U) DET, ORD MAINT CO, 4TH MAINT BN/15/DD MMM YY  
2.B.4.C. (U) OTHER UNITS AS REQUIRED

2.C. (U) DURATION. REQUEST ACTIVATION/EXTENSION FOR UP TO XX MONTHS OR AS DIR BY SECDEF (this is dependant on level of authority).

2.D. (X) DESTINATION. [APPROPRIATE COMBATANT COMMANDERS AOR]

3. (U) FOR COMMARFORRES

3.A. (U) IN ANTICIPATION OF CMC APPROVAL, REQUEST ESTAB AND PREP FORCES TO MEET CAPABILITY REQR ID IN PAR 2.B. ABOVE.

3.B. (U) REQUEST RPT CONSTRAINTS PREVENTING DEPLM OF FORCE TO MEET EAD/LAD REQR.

4. (U) CURRENT MVMT DATA FOR UNITS ABOVE REFLECTED IN [APPROPRIATE COMBATANT COMMANDER] JOPES PID XXXXX.

5. (U) DEPOD SEPCOR.//

DECL/XX//

EXAMPLE MESSAGE

- d. AC/RC - RC
- e. Replace/Add: Replace

2. What:

- a. Mission: Reserve Component Command Element, Ground Combat, and Combat Service Support units will provide rotational replacement to OEF FY\_\_.\_ force. RC forces will fill AC shortfalls.
- b. Replacing current OEF FY\_\_.\_ force of like capability.

3. When:

- a. MOB date - NET: DDMMYY
- b. Deployment Window - O/A \_\_\_\_\_
- c. PTP: \_\_\_\_\_ Days
- d. BOG: \_\_\_\_\_ Days

4. Where:

- a. Region:

5. Why:

- a. Planned rotation of forces
- b. RFF: \_\_\_\_\_
- c. FTN: \_\_\_\_\_

6. Previous Activations:

- a. What Operations - OIF/OEF (various rotations)
- b. Duration and dates - See previous J4 reports and MFR data spreadsheets

9. CMC Staffing Package Requesting Authority to Activate USMCR Units

1. Purpose. To provide an example of a CMC staffing package requesting authority to activate USMCR units. This package will normally be classified SECRET.

2. Sample: CMC Requesting Authority to Activate USMCR Units

										1 DATE: DDMMYY	
2 OPERATION CODE											
X - ORIGINATOR OF OFFICE AFFIXING ROUTING SHEET A - APPROPRIATE ACTION B - GUIDANCE C - SIGNATURE D - COMMENT E - RECOMMENDATION F - CONCURRENCE				G - INFORMATION H - RETURN TO: Room I - INITIAL J - DISPOSITION K - DECISION L - RETENTION O - (OTHER)				3 SUBJECT:  <b>REQUEST FOR ACTIVATION OF          RESERVE COMPONENT MARINES ISO          CDRUSCENTCOM FY__ OEF          REQUIREMENTS ISO RFF-____ (SEQ          # XXXX)</b>			
ROUTING - Use numbers to show order of routing											
4	5	6 ADDRESSEES		7	8 INITIALS		9	NATURE OF ACTION REQUIRED		ORIGINATOR'S INITIALS	DUE DATE
RTG	CODE			IN	OUT	CONCUR	NONCONCUR				
////		COMMANDANT	CMC					ROUTINE			
////		MILITARY SECY	MILSEC					URGENT	JEK		
////		ASST COMMANDANT	ACMC					10. REFERENCES HELD BY: (Name, Grade, Office Code, Telephone ext)  Prepared by/Refs held by: CIV John Kelly, GFM, POC @ (703) 571-1046			
////		MILITARY ASST	MILASST								
////		SGTMAJMARCOR	SMMC					11. REMARKS AND SIGNATURE (If additional space is necessary, attach plain paper)  1. <u>PURPOSE</u> . To provide the appropriate memoranda for the D/C PP&O (TAB A) to the SecNav (delegated to the ASN (M&RA) to activate reserve component Marines ISO CDRUSCENTCOM OEF FY__ theater requirements.  2. <u>BACKGROUND</u> . USMCR Unit mobilizations require approval from SecNav or SecDef based on provisions and guidance of DoDI 1235.12dtd 04 February 2010, DoDD 1235.10 dtd 26 November 2008, and DoDD 1200.17 dtd 29 October 2008.  3. <u>DISCUSSION</u> ▪ This request to activate is sourced against FTN: __ ISO __. ▪ This request contains volunteer/involunteer personnel and can be approved by Service Secretary OR Secretary of Defense (choose one) ▪ The requested activation date is DDMMYY.  3. <u>ACTION</u> A. HQMC PA provide PAO release and sign addressee block A at left.  B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.  C. HQMC SJA review and sign addressee block C at left.			
		DIR MC STAFF	DMCS								
		SEC GENERAL STAFF	SGS								
		EXEC EDITOR	EDITOR								
		COUNSEL FOR CMC	CL								
		DC M&RA	M&RA								
		DC I&L	L								
4	C	DC PP&O	P								
		DC AVN	A								
		DC P&R	R								
		DC CD&I & CG MCCDC	CD&I								
		DIR INTEL	I								
		DIR C4	C4								
C	A	SJA TO CMC	JA								
B	A	LEGIS ASST	OLA								
A	A	DIR PA	PA								
		DIR AR	AR								
		INSPECTOR GENERAL	IG								
		DIR HEALTH SERV	HS								
		CHAPLAIN	REL								
		DIR SPL PROJ	SPD								
		DIR SAFETY	SD								
		CDR, MCNCR	MCNCR								
		COMMARCORSSYSCOM	MCSC								
		CG MCRC	MCRC								
		CO HQBN HH	HQBN								
		CO MARBKS	MARBKS								
DEPARTMENT											
3	A	ADC, PP&O									
		EXEC ASST PP&O									

								D. PO review and provide guidance/concurrence and sign at blocks 1 and 2 at left.
								E. D/C PP&O review and provide guidance/concurrence and sign at blocks 3 and 4 and SecNav Memo (U) at TAB A.
<b>2</b>	A	DIRECTOR, OPS	PO					F. Review SecNav 5 W's paragraph (S) at TAB B.
<b>1</b>	A	DEPUTY DIRECTOR	PO1					G. Review SecDef unit spreadsheet (S) at TAB C.
<b>X</b>		DIR, CURR OPS	POC					H. Review MARFORCOM Request to Activate msg at TAB D.
								I. Review CENTCOM Request For Forces at TAB E.
								R. G. PETIT Col USMC Head, Current
								Operations Branch CDRUSCENTCOM Requirements: <u>XX Volunteers</u> <u>XX Involunteers</u> <u>XX Total RC PAX</u>
								Reviewed by: Head, GFM at (703) 571- 1040 <b>11 ACTION OFFICER</b> (John Kelly, GFM, POC, PP&O (703) 571-1046)



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE PENTAGON  
WASHINGTON, DC 20380-1775

FOR: ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND RESERVE AFFAIRS)

From: LtGen Thomas D. Waldhauser, Deputy Commandant, Plans,  
Policies and Operations

SUBJECT: Request to Activate Reserve Component Marines

- Recommend approval of the activation of \_\_ Reserve Component Marines in support of CDRUSCENTCOM OEF FY \_\_. \_\_ rotational requirements.
- In accordance with the Defense Secretary's authorization, we request to activate the Selected Marine Corps Reserve Forces indicated at the attachment to support operations for CDRUSCENTCOM under the authority provided in Secretary of the Defense memorandum of 13 February 2003, "Partial Mobilization (World Trade Center and Pentagon Attacks) and Redlegation of Authority under Title 10, United States Code, Section 123, 123a, 527, 12006, 12011, 12012, 12302, and 12305."
- Commander, Marine Forces Command request activation of reserve forces to fill active and reserve component shortfalls in the previously approved force list.

RECOMMENDATION: Approve activation of USMCR Marines:

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Other \_\_\_\_\_

COORDINATION: Accomplished between Joint Staff (J-3 JODCENT), CENTCOM, Marine Central Command (MARCENT), HQMC (PP&O), Marine Forces Command (MARFORCOM), Marine Forces Pacific (MARFORPAC), and Marine Forces Reserve (MARFORRES).

ATTACHMENTS:

As stated

SECNAV 5 W'S PARAGRAPH

1. Who:

- a. ALERT & MOBILIZATION OF USMCR UNITS ISO CDRUSCENTCOM  
OEF FY \_\_. \_\_ REQUIREMENTS
- b. Unit Overview

	<u>UNIT</u>
<u>LOCATION</u>	
CITY, ST	Det __, 4 <sup>th</sup> ISB

c. Size: XX RC PAX



10. CMC Unit Activation Directive to COMMARFORRES

Purpose. To provide an example of the USMCR unit activation message released by DC PP&O (PO):

MSGID/GENADMIN/CMC WASHINGTON DC PPO//  
REF/A/DOC/USCODE TITLE 10  
REF/B/DOC/SECDEF/13FEB03  
REF/C/DOC/SECNAV/14SEP01  
REF/D/DOC/SECDEF NOTIFICATION MATRIX/DDMMYY (S)//  
REF/E/MSG/COMMARFORCOM/DDTTTTZ MMM YY//  
REF/F/MSG/CMC/201035ZSEP01  
REF/G/MSG/CMC/141626ZNOV01  
REF/H/DOC/CMC/MAID-P  
REF/I/DOC/SECDEF/20SEP01  
REF/J/DOC/SECDEF/06SEP96  
REF/K/DOC/GFMIG/YMD:10JAN07(S)  
REF/L/MSG/031714ZMAY99  
REF/M/DOC/CMC/YMD:APR02  
REF/N/DOC/CMC/YMD:19990201  
REF/O/MSG/CMC/311733Z OCT02  
REF/P/MSG/CMC/120824ZMAR02  
REF/Q/MSG/COMMARFORRES/160925ZJAN03  
REF/R/MSG/DOC/SECNAV/YMD:05OCT01  
REF/S/DOC/CMC/2002  
REF/T/MSG/SECDEF/031411ZAPR02  
REF/U/MSG/MARADMIN/257-03/271903ZMAY03  
REF/V/MSG/CMC WASHINGTON DC PPO PO/232348Z DEC 08//  
SUBJ: NOTIFICATION OF PARTIAL MOBILIZATION, ACTIVATION, INTEGRATION AND DEACTIVATION OF USMCR UNITS (SEQ XXXX)//  
NARR/REF A IS U.S. CODE, TITLE 10, SECTION 12302, READY RESERVE. REF B IS SECDEF MEMO AUTH ORDER OF READY RESERVES TO ACTIVE DUTY. REF C IS SECNAV DIRECTION TO CNO AND CMC TO ORDER READY RESERVES TO ACTIVE DUTY. REF D IS SECDEF RESERVE NOTIFICATION MATRIX. REF E IS COMMARFORCOM REQUEST TO ACTIVATE CDRUSJFCOM-ASG USMCR UNITS. REF F IS MARADMIN 440-01 TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL MOBILIZATION. REF G IS MARADMIN 565-01 UPDATE NUMBER ONE TO REF F. REF H IS USMC TOTAL FORCE MOBILIZATION, ACTIVATION, INTEGRATION, AND DEACTIVATION PLAN (MAID-P). REF I IS USD (P&R) REVISED MEMO ON MOBILIZATION-DEMOBILIZATION PERSONNEL AND PAY POLICY. REF J IS SECDEF POLICY CLARIFICATION FOR ASSIGNMENT FOR FORCES. REF K IS FY 10-11 GLOBAL FORCE MANAGEMENT IMPLEMENTATION GUIDANCE (GFMIG). REF L IS MARADMIN 202/99 ON CREATING AND SOURCING OF USMCR SUBUNITS AND DETS. REF M IS MCO P1080.40C, PERSONNEL REPORTING INSTRUCTIONS MANUAL (PRIM). REF N IS MCO P3000.13D, MARINE CORPS SORTS SOP. REF O IS CMC FISCAL GUIDANCE FOR CONTINGENCY OPS COSTS REPORTING REQUIREMENTS. REF P IS MARADMIN 133-02 IS FISCAL POLICY GUIDANCE AND CONTINGENCY COST REPORTING REQUIREMENTS FOR OEF/OIF/ONE. REF Q IS FUNDING GUIDANCE FOR MOBILIZATION AND ACTIVATION OF SELECTED MARINE CORPS RESERVE UNITS AND DETS. REF R IS SECNAV MEMO RESERVE DELAY IN REPORTING AFTER INITIAL NOTIFICATION OF MOBILIZATION. REF S IS MCBUL 4610, CARGO AND PERSONAL PROPERTY TRANSPORTATION ACCOUNTING DATA. REF T IS PUBLIC AFFAIRS GUIDANCE (PAG) FOR DEMOBILIZATION OF THE RESERVE INCLUDING MOBILIZED MEMBERS OF THE NATIONAL GUARD. REF U IS MARADMIN 257-03 TOTAL FORCE MANPOWER GUIDANCE FOR DEACTIVATION. REF V IS COORD INSTRUCTIONS REGARDING ADMINISTRATIVE ATTACHMENT AND ADMINISTRATIVE CONTROL OVER CDRUSJFCOM-ASG ACTD USMCR UNITS.  
1. SITUATION. IAW REFS A THROUGH C, CMC IS AUTHORIZED TO INVOLUNTARILY ACTIVATE MEMBERS OF THE READY RESERVE FOR A PERIOD OF UP TO TWELVE MONTHS;

INVOLUNTARY EXTENSION MAY BE MADE FOR UP TO AN ADDITIONAL TWELVE MONTHS. USMC COMPONENT COMDR USMCR UNIT/DET REQUIREMENTS, IDENTIFIED IN REFS D AND E, ARE APPROVED.

2. MISSION. IAW REFS D THROUGH L, AND REF V, CMC DIR NOTIFICATION OF PARTIAL MOBILIZATION, ACTIVATION, INTEGRATION AND DEACTIVATION OF UNITS/DETS SPECIFIED BELOW FOR AN INITIAL PERIOD OF UP TO TWELVE MONTHS.

3. EXECUTION

3.A. TASKS

3.A.1. COMMARFORRES.

3.A.1.A. MOB UNIT/DET TO GFC: COMMARCENT

(READ IN FOUR COLUMNS)

USMCR MOB

R

ESERVE TRAINING

USMCR RUC MCC UNIT CENTER

(HTC)

XXXXX XXX NAMED DET HERE CITY, ST

DATES: (READ IN THREE COLUMNS)

ACT DATE DEPART HTC APOE

NET DDMMYY PER TPFDD PER TPFDD

(READ IN TWO COLUMNS)

ILOC:

DATES

GEOLOC

O/A DD MMM YY

3.A.1.B. NOTIFY UNITS TO BE ACTIVATED IN PARA 3.A.1.A THAT THEY ARE AUTHORIZED TO PERFORM ALL NECESSARY PREDEPLOYMENT ACTIONS EXCEPT RESERVE PERSONNEL ACTIVATIONS, UPON RELEASE OF THIS MESSAGE.

3.A.1.C. APPROPRIATELY ACTIVATE AND JOIN INVOL MOBILIZED UNITS /DETS; CITE COMPONENT CODE: KM AND CRISIS CODE: 9GF. UPON COMPLETION OF MISSION APPROPRIATELY DEACTIVATE MOBILIZED UNITS/DETS PER REFS I, J, AND V.

3.A.1.D. UPON CO/OIC OF UNIT/DET REPORTING MOBILIZATION PROCEDURES COMPLETE, COORD WITH CMC (MI), INFO COMMARFORCOM (G3/5/G4) AND AFFECTED USMC COMPONENT COMDRS, TO EFFECT ACTIVATION OF THE FORCE AND MOVEMENT IOT RPT TO THE GFC.

3.A.1.E. COORDINATE ALL REQ FOR TRANSPORTATION OF PERSONNEL (TOP) AND TRANSPORTATION OF THINGS (TOT) IOT CHARGE THE PROPER APPROPRIATION DATA AND ESTABLISHED TOT TAC CODE.

3.A.1.F. ENSURE ACTIVATED UNITS REPORT, BY UNIT DIARY ENTRY, AN INITIAL JOIN FOR EACH ACTIVATED MEMBER IN ORDER TO BEGIN APPROPRIATE PAY AND ALLOWANCES. UTILIZE THE CRISIS CODE OF 9GF TO PROVIDE UNIQUE PAY AND ALLOWANCE REPORTING IN SUPPORT OF OIF/OEF/ONE.

3.A.1.G. BPT PROVIDE TRANSPORTATION OF MOBILIZED UNITS/DETS FROM HTC TO ILOCS/POES AS SPECIFIED IN SUPPORTED CDR TPFDD.

3.A.1.H. DIR ACTIVATED UNITS/DETS CO'S/OIC'S SUBMIT DEPARTURE AND PERS MOVEMENT RPT, INFO TO COMMARFORCOM (G1/G3-5-7/PAO), CMC (CRC/POC/MPP-60), AS APPROPRIATE.

3.A.1.I. ENSURE ACTIVATED UNITS/DETS REPORT UNIT EQUIP APPROVED BY COMUSMARCENT FOR DEPLOYMENT TO THEATER TO GFC IN MDSSII FORMAT.

3.A.1.J. ENSURE ACTIVATED USMCR UNITS/DETS REPORT TO ILOC WITH ICCE AND INDIV WPNS AS PRESCRIBED BY THE EMPLOYING FORCE CMDR AND OR SUPPORTED MARFOR.

3.A.1.K. ENSURE ACTIVATED USMCR UNITS/DETS TRANSPORT UNIT EQUIP NECESSARY TO CONDUCT PRE-DEPLM TRNG TO ILOC, AS PRESCRIBED BY THE EMPLOYING FORCE CMDR. UNIT EQUIP USED TO SPT USMCR UNIT/DET PRE-DEPLM TRNG SHALL REMAIN ON MARFORRES PROPERTY RECORDS UNLESS OTHERWISE SPECIFIED.

3.B. COMMARFORCOM.

3.B.1. PER REFS I, K, AND L AUTHORITIES, SUPPORT COMMARFORRES AS REQUIRED.

3.C. COMMARFORPAC.

3.C.1. PER REF I, SUPPORT COMMARFORRES ILOC AND PTP REQUIREMENTS.

3.C.2. PER REF W, EXERCISE ADMINISTRATIVE CONTROL (ADCON) OVER CDRUSJFCOM-ASG ACTD USMCR UNITS.

4. ADMIN AND LOGISTICS

4.A. ADMIN

4.A.1. COORDINATING INSTRUCTIONS

4.A.1.A. PUBLIC AFFAIRS GUIDANCE. REF U IS SECDEF PUBLIC AFFAIRS GUIDANCE. PUBLIC AFFAIRS POSTURE IS PASSIVE.

4.A.1.B. LEGAL. GAINING FORCE COMMANDER WILL COORDINATE LAW OF WAR AND CODE OF CONDUCT TRNG, AS REQR. PER REFS N AND S, REPORT ANY PERSONNEL WHO REFUSE TO COMPLY WITH THESE ORDERS, MISS MOVEMENT, OR CLAIM CONSCIENTIOUS OBJECTOR STATUS TO MARFORRES SJA IMMEDIATELY. LEGAL PROCESSING OF ALL SUCH INDIVIDUALS SHALL BE THROUGH MARFORRES.

4.A.2. FUNDING/ACCOUNTING GUIDANCE

4.A.2.A. REFS P, Q, AND R PROVIDE DETAILED FISCAL GUIDANCE.

4.A.2.B. OPERATION AND MAINTENANCE, MARINE CORPS FUNDING

4.A.2.B.1. UNIT TRANS COSTS AND SERVICE MEMBER ENTITLEMENTS FOR MEMBERS OF MOBILIZED/ACTIVATED UNITS/DETS WILL BE FUNDED BY COMMARFORRES UTILIZING THE O&MMC (1106) APPROPRIATION PROVIDED BY HQMC.

4.A.2.C. MILITARY PAY, MARINE CORPS. PER REFS H AND J, THE UNIT DIARY "ACTIVATION" ENTRY, SUBMITTED BY THE MANPOWER INFORMATION SYSTEM SUPPORT ACTIVITY (MISSA) AUTOMATICALLY PLACES EACH MEMBER ASSIGNED TO THE ACTIVATED MOBMCC IN AN "AWAITING INITIAL JOIN" STATUS.

4.B. LOGISTICS

4.B.1. TRANSPORTATION/MOBILITY. AS DIRECTED BY TPFDD

4.B.2. SUPPLY. AS DIRECTED

5. COMMAND AND SIGNAL

5.A. COMMAND

5.A.1. CMC IS THE SUPPORTING SERVICE CHIEF. COMMARFORRES IS SUPPORTING USMC COMMANDER. COMMARFORCOM IS SUPPORTING USMC COMPONENT COMDR. CDRUSJFCOM IS SUPPORTING COMBATANT COMMANDER. CDRUSSOUTHCOM IS SUPPORTED COMBATANT COMDR.

5.A.2. UPON ACTIVATION, CDRUSJFCOM EXERCISES COMBATANT COMMAND (COMMAND AUTHORITY) (COCOM) OF ASSIGNED USMCR UNIT/DET. AS CDRUSJFCOM USMC COMPONENT COMDR, COMMARFORCOM COMMANDS ACTIVATED USMCR UNIT/DET.

5.B. SIGNAL

5.B.1. CMC OPERATIONS CENTER, DSN 225-7366, COML 703-695-7366.

5.B.2. COMMARFORCOM COMMAND CENTER, DSN 836-1644, COML 757-836-1644.

5.B.3. COMMARFORRES COMMAND CENTER, DSN 678-8701, COML 504-678-1701.

BT//

11. Congressional Notification

1. Purpose. To provide an example of USMC notification to Congress, via Office of Legislative Affairs (OLA), that is published by DC PP&O (PO). This document coincides with the publishing of the CMC message directing COMMARFORRES to active USMCR units.

2. Sample: USMC Notification to Congress



UNITED STATES MARINE CORPS  
HEADQUARTERS UNITED STATES MARINE CORPS  
3280 RUSSELL ROADQUANTICO, VIRGINIA 22134-5103  
QUANTICO, VIRGINIA 22134-5103  
IN REPLY REFER TO:

3000  
RAC  
29 Jan 2003

Memorandum for Director, Marine Corps Office of Legislative Affairs

NOTE: This memorandum provides notice of the intent to activate the units noted below. It is not the authorization for activation.

This notification provides information on the Selected Marine Corps Reserve unit(s) authorized to be called to active duty under the Partial Mobilization. The Secretary of the Navy and the Commandant of the Marine Corps are directing this mobilization pursuant to the authority granted in Title 10, U.S. Code 12302, and Executive Order Number 13223 of September 14, 2001, "Ordering the Ready Reserve of the Armed Forces to Active Duty, and Delegating Certain Authorities to the Secretary of Defense." Reserve component members could soon be ordered to active duty, for a period of not more than 24 consecutive months, unless sooner relieved, in support of operations in the continental U.S. and abroad. Specific details on when and where the unit(s) are ordered will be released by DOD approved public affairs sites and limited only by national security requirements as directed by the Secretary of Defense.

Unit	Location	Service	Personnel
Det B, 4th LSB, 4th MLG	Savannah	Marine Corps	206
Det 5, H&S Co, 4th LSB, 4th MLG			
Det 5, LSPT EQP Co, 4th LSB			
Zip Code 31409			
PWST Savannah			

Request the following Committee Chairmen and Ranking Minority Members be notified of this action:

Senator Warner (Chairman, SASC)  
Representative Hunter (Chairman HASC)  
Senator Stevens (Chairman, SAC-D)  
Representative Lewis (Chairman, HAC-D)  
Senator Levin (Ranking Minority, SASC)  
Representative Skelton (Ranking Minority, HASC)  
Senator Inouye (Ranking Minority, SAC-D)  
Representative Murtha (Ranking Minority, HAC-D)

Additionally, request the South Carolina Senators and applicable House Representative be notified.

Any questions regarding this notification, please contact Reserve Affairs, Headquarters U.S. Marine Corps, at (703)784-9141.

12. COMMARFORRES USMCR Unit Activation Directive

**Purpose.** To provide an example of the USMCR unit activation message released by COMMARFORRES:

UNCLAS

UNCLAS//N01500//  
OPER/OPERATION ENDURING FREEDOM//  
MSGID/GENADMIN/COMMARFORRES/  
SUBJ/ACTIVATION OF UNITED STATES MARINE CORPS RESERVE (USMCR) UNITS  
(PARTIAL MOB SEQUENCE # 1045)//  
REF/A/MSG/CMC/011927ZMAR03//  
REF/B/MSG/COMMARFORRES/011833ZMAR03//  
REF/C/DOC/CMC/24MAY00//  
REF/D/DOC/DOD/04JUN02//  
REF/E/MSG/CMC/291635Z OCT01//  
REF/F/MSG/CMC/261829Z OCT01//  
REF/G/MSG/CMC/04FEB03//  
REF/H/DOC/CMC/21JUL99//  
REF/I/DOC/CMC/31MAY90//  
REF/J/DOC/CMC/27MAR84//  
REF/K/MSG/COMMARFORRES/280500ZSEP01//  
REF/L/DOC/COMMARFORRES/12APR02//  
REF/M/MSG/COMMARFORRES/222345Z OCT01//  
REF/N/MSG/COMMARFORRES/141502Z JAN02//  
REF/O/DOC/CMC/22JUL98//  
REF/P/COMMARFORCOM/031602ZMAR03 (DMS) (C) //  
REF/Q/COMMARFORRES/XXXXXXZFEB03//  
REF/R/CDROM/AFMIC/APR02//  
REF/S/MEMO/CJCS/02FEB02//  
REF/T/MSG/CMC/161520ZSEP02  
REF/U/MSG/CMC/151215ZNOV02 (S) //  
REF/V/MSG/CDRUSEUCOM/061136ZAPR01//  
REF/W/MSG/CDRUSAFE/101500ZAPR01//  
REF/X/MSG/SECDEF/211600ZMAY01//  
REF/Y/MSG/CMC/071500ZJAN03//  
REF/Z/MSG/COMMARFORRES/081632ZDEC02//  
REF/AA/MSG/CMC/141654ZJAN03//  
REF/AB/MSG/COMMARFORRES/160925ZJAN03//  
REF/AC/MSG/CMC/081821ZJAN03//  
REF/AD/MSG/CMC/310900ZJAN03//  
REF/AE/DOC/CMC/7JUN2001//  
REF/AF/MSG/COMMARFORRES/141816ZFEB03//  
REF/AG/MSG/CMC/032014ZMAR03//  
REF/AH/MSG/COMMARFORRES/171551ZJAN03//  
NARR/REF A IS MOB OF USMCR UNITS (PARTIAL MOB SEQ #1045).  
REF B IS COMMARFORRES ADMINISTRATIVE GUIDANCE AND INSTRUCTIONS FOR  
MOBILIZATION AND ACTIVATION OF UNITED STATES MARINE CORPS RESERVE (USMCR)  
UNITS AND DETS.  
REF C IS MCO P1080.20M, MARINE CORPS TOTAL FORCE SYSTEM CODES MANUAL  
(MCTFSCODESMAN)  
REF D IS VOLUME 7A OF DOD 7000.14-R FINANCIAL MANAGEMENT REGULATIONS  
(DODFMR).  
REF E IS ALMAR 052/01 MARINE CORPS DEPLOYMENT TEMPO (DEPTEMPO)  
POLICY GUIDANCE AMPLIFICATION.  
REF F IS PAA 08-01.

REF G IS MARADMIN 049/03 DELAY, DEFERMENT AND EXEMPTION OF RESERVIST AND RETIREES INVOLUNTARILY ACTIVATED UNDER MOBILIZATION AUTHORITY. REF H IS MCO P4400.150E CONSUMER LEVEL SUPPLY POLICY MANUAL. REF I IS UM 4400-124 FMF SASSY USING UNIT PROCEDURES. REF J IS MCO 8300.1C MARINE CORPS SERIALIZED CONTROL OF SMALL ARMS SYSTEM. REF K IS LOI FOR FORCE WIDE CERTIFICATION OF MDSII DATA ISO ACTIVATION AND DEPLOYMENT OF USMCR UNITS. REF L IS FORO 3060.2 W/CHG 1 COMMARFORRES MOBILIZATION AND FORCE ACTIVATION PLAN (M&FA PLAN) (HTTP:HQ.MFR.USMC.MIL/G5/). REF M IS MARFORRES PUBLIC AFFAIRS GUIDANCE (PAG) 3-01. REF N IS COMMARFORRES GUIDANCE FOR SUBMITTING PERSONNEL STATUS (PERSTAT) REPORTS. REF O IS MCO P3000.13C W/CH1 STATUS OF RESOURCE AND TRAINING SYSTEM (SORTS). REF P IS COMMARFORCOM DEPLOYMENT ORDER. REF Q IS COMMARFORRES TPFDD LOI. [NOT USED] REF R IS DEPLM HEALTH SURVEILLANCE AND READINESS. REF S IS CDROM 01-1810-207-00, MED, ENVIRONMENTAL, DISEASE INTEL AND COUNTERMEASURES. REF T IS MARADMIN 502/02, RESUMPTION OF ANTHRAX VACCINATION PROGRAM. REF U IS AUTH FOR ANTHRAX VACCINATION FOR PRI GROUP THREE PERS. REFS V AND W PROV GUIDANCE ON TRAVEL THROUGH POTENTIALLY FOOT AND MOUTH DISEASE (FMD) CONTAMINATED AREAS. REF X IS FIELD INSTRUCTIONS FOR MOVEMENT OF MIL EQUIP, PERS, PERSONAL PROPERTY, CARGO, AND MAIL TO THE US FM COUNTRIES AFFECTED WITH FMD. REF Y IS MARADMIN 007/03 MCBUL 1900 MARINE CORPS STOP MOVE AND STOP LOSS POLICY. REF Z IS COMMARFORRES MESSAGE ON ASSIGNMENT AND MOBILIZATION POLICY OF WOMEN MARINES ASSIGNED TO BILLETTS IN COMBAT RESTRICTED UNITS. REF AA IS MARADMIN 016/03 ACTIVATION AND MOBILIZATION OF NEWLY JOINED PRIOR SERVICE AND NON-PRIOR SERVICE USMCR MARINES. REF AB IS FUNDING GUIDANCE FOR MOBILIZATION AND ACTIVATION OF USMCR UNITS/DETS. REF AC IS MARADMIN 008/03; AUTHORIZATION TO BEGIN SMALLPOX VACCINATION PROGRAM (SVP). REF AD IS MARADMIN 045/03; PAY ENTITLEMENTS FOR PARTIAL MOBILIZATION OF USMCR MEMBERS IN SUPPORT OF OPERATION NOBLE EAGLE AND ENDURING FREEDOM. REF AE IS MCO P1080.40C; MARINE CORPS TOTAL FORCE PERSONNEL REPORTING INSTRUCTIONS MANUAL (MCTFSPRIM). REF AF IS COMMARFORRES STOP LOSS AND STOP MOVE GUIDANCE. REF AG IS MOD 1 TO REF A. REF AH IS MARFORRES SUPPLY/MAINT MGMT GUIDANCE FOR ACTIVATED UNITS. POC/COMMARFORRES COMMAND CENTER/DSN: 678-8701 COMM: (504)678-8701/EMAIL: MARFORRESCDO@MFR.USMC.MIL/ FAX: (504)678-1258// RMKS/1. SITUATION

1.A. ALL EMERGING CONCERNS OR QUESTIONS, CONTACT THE MARFORRES COMMAND CENTER. THE COMMAND CENTER IS MANNED WITH REPRESENTATIVES FROM THE STAFF AND MSC'S.

1.B. THIS IS A MOBILIZATION AND ACTIVATION ORDER FOR:

(READ IN TWO COLUMNS)

UNIT/DET/PWST	ULN FOR PAX
MACS-24 DET, MACG-48, 4TH MAW	W5SAH

AS LISTED IN REFS A AND AG, DURING PARTIAL MOBILIZATION. UPON RECEIPT OF THIS ORDER, EFFECT MOBILIZATION PROCEDURES TO RECALL

MEMBERS IAW REF A. INITIAL PERIOD OF INVOLUNTARY ACTIVE DUTY IS PER REF A. ACTIVATION, ORDERS, AND PAY ARE EFFECTIVE 0001, 08 MAR 03, FOR MEMBERS IDENTIFIED. TRAVEL IS NOT AUTHORIZED PRIOR TO THIS TIME AND DATE.

2. MANPOWER AND PERSONNEL ADMINISTRATION. COMMARFORRES MOBILIZATION/ACTIVATION MANPOWER AND PERSONNEL ADMINISTRATION PROCESSES, POLICIES AND PROCEDURES ARE AS OUTLINED IN REF B AND AMPLIFIED BELOW:

2.A. MCTFS REPORTING

2.A.1. UPON ACTIVATION OF A MOBMCC, ALL INDIVIDUAL USMCR RECORDS WITHIN MCTFS THAT HAVE A MOBMCC EQUAL TO THE ACTIVATED MOBMCCC THAT POSSESS A VALID RECSTAT, STRENGTH CAT, AND DUTY LIMIT CODES (PER REF C) WILL BE ACTIVATED. PER REF C, A VALID RECSTAT/STRENGTH CAT CODE IS IDENTIFIED AS POSSESSING A RECORD STATUS EQUAL TO "0" AND A STRENGTH CATEGORY EQUAL TO "0" OR "F". THE ACTIVATION ENTRY SUBMITTED BY THE MISSA WILL AUTOMATICALLY PLACE THE MEMBER IN AN "AWAITING INITIAL JOIN" STATUS. ANY MEMBER WITHOUT A VALID RECORD STATUS, STRENGTH CATEGORY, AND DUTY LIMIT CODE WITHIN THE MOBMCC WILL NOT BE ACTIVATED. THE MOBILIZATION ENTRY SUBMITTED BY THE REPORTING UNIT WILL FAIL.

2.A.2. THE SITE SUPPORT RUC OF THE ACTIVATED UNIT WILL REPORT AN INITIAL JOIN (TTC 022 007) FOR EACH ACTIVATED MEMBER IN ORDER TO BEGIN APPROPRIATE PAY AND ALLOWANCES. ENSURE INITIAL JOIN ENTRIES ARE ACTION DATED USING THE FIRST DAY OF THE ACTIVE DUTY (ACTIVATION DATE) PERIOD AS SPECIFIED IN PARA 1.B.

2.A.3. IN ADDITION TO THE INITIAL JOIN, THE FOLLOWING ENTRIES MUST BE SUBMITTED FOR EACH MEMBER BY THE SITE SUPPORT:

2.A.3.A. CHAN BAH (TTC 388 001) - IAW REF AC, MEMBERS CALLED OR ORDERED TO ACTIVE DUTY IN SUPPORT OF A CONTINGENCY OPERATION ARE ENTITLED TO BAH REGARDLESS OF THE DURATION OF ACTIVATION IAW REF D CHAP 26. EFFECTIVE DATE OF THIS TRANSACTION IS THE DATE OF ACTIVATION.

2.A.3.B. MEMBERS WITH DEPENDENTS - PER REF D, AND IAW REF AC, RATE OF BAH IS PAYABLE AT THE LOCALITY RATE OF THE MEMBER'S PRIMARY RESIDENT AT THE TIME OF ACTIVATION. 'ZIP CODE DESIGNATOR' USED FOR THIS TRANSACTION IS 'M.'

2.A.3.C. MEMBERS WITHOUT DEPENDENTS - IAW REF AC, BAH-I IS AUTHORIZED TO RESERVISTS WITHOUT DEPENDENTS WHO BECAUSE OF THE CALL OR ORDER ARE UNABLE TO CONTINUE TO OCCUPY THE PRIMARY RESIDENCE THAT IS OWNED BY THE MEMBER, OR FOR WHICH THE MEMBER REMAINS RESPONSIBLE FOR RENT PAYMENT. THE RATE PAYABLE IS BASED ON THE LOCALITY RATE OF THE MEMBER'S PRIMARY RESIDENT. VERIFICATION OF MEMBER REMAINING RESPONSIBLE FOR RENT OR MORTGAGE PAYMENT IS REQUIRED. IF THE MEMBER DOES NOT RETAIN FINANCIAL RESPONSIBILITY OF THE PRIMARY RESIDENCE, THEN THE ENTITLEMENT TO BAH IS FOR THE RATE OF BAH-II.

2.A.3.D. START BAS - PER REF D, OFFICERS ARE AUTOMATICALLY ENTITLED TO FULL BAS AT ALL TIMES ON A MONTHLY BASIS. ENLISTED MEMBERS BAS WILL BE BASED UPON THE TYPE OF BAS PAYABLE TO ACTIVE DUTY MEMBERS STATIONED AT THE HTC AT THE TIME OF ACTIVATION. ONCE JOINED, THE HTC BECOMES THE MEMBER'S PDS. IAW REF D, AND PER REF AC, MEMBERS TEMPORARILY ASSIGNED TO DUTY AWAY FROM THEIR PDS ARE ENTITLED TO BAS AT A RATE NOT LESS THAN THAT WHICH THEY HAD AT THE PDS.

2.A.3.E. HOME ADDRESS (TTC 499 025) - ENSURE HOME ADDRESS IS ACCURATE/UPDATED.

2.A.3.F. HOME TELEPHONE (TTC 499 024) - ENSURE HOME PHONE NUMBER IS ACCURATE/UPDATED.

2.A.3.G. TAX EXEMPTIONS (TTC 430 000 & 302 000) - ENSURE



FEDERAL/STATE TAX EXEMPTIONS ARE ACCURATE/UPDATED. AUDIT TAX EXEMPTION IN SRB/OQR WITH MEMBER TO ENSURE ANY CHANGES MADE BY THE MEMBER IN EMSS ARE ACCURATELY REFLECTED.

2.A.3.H. DEPENDENT INFORMATION - ENSURE DD1172'S ARE COMPLETED, DEERS IS UPDATED APPROPRIATELY AND DEPENDENT ID CARDS ARE ISSUED. ENSURE THE BELOW DEPENDENT INFORMATION IS ACCURATE/UPDATED AS APPLICABLE:

NUMBER DEPN

DDLb (DATE OF ACTIVATION)

DGLC

DEPN ADD (ENSURE BAQ APPL REFLECTS CHANGES)

DEPN LOSS (ENSURE BAQ APPL REFLECTS CHANGES)

DEPN LOC/DEPN LOC ALL

SERVICE SPOUSE INFO

CUSTODY STAT

COMPLETE RED AUDIT

2.A.3.I. EAS/ECC REPORTING. TTC 826 HAS BEEN MODIFIED IOT ALLOW EAS TO BE SUBMITTED WITH THE MASS ACTIVATION ENTRY SUBMITTED BY THE MISSA. MCTFS WILL AUTOMATICALLY UPDATE EACH ACTIVATED MEMBER'S EAS/ECC REFLECTED IN MCTFS TO EQUAL THE EAS SUBMITTED AS PART OF THE ACTIVATION ENTRY. THIS EAS WILL BE FOR THE DURATION OF ACTIVATION (12 MONTHS). PER REF Y, AND AS CLARIFIED IN REF AF, UNITS ARE REQUIRED TO RUN APPROPRIATE UNIT DIARY ENTRIES ON ALL MEMBERS EFFECTED BY STOP LOSS PRIOR TO ACTIVATION. THE SYSTEM WILL AUTOMATICALLY IDENTIFY AND FLAG THE RECORD OF ANY MEMBER'S RESECC THAT EXPIRES PRIOR TO THE EAS SUBMITTED WITH THE ACTIVATION ENTRY. THIS FLAG WILL AUTOMATICALLY CHANGE THE MEMBER'S EAS/ECC TO 1 DAY PRIOR TO THE MEMBERS RESECC.

2.A.3.J. START CRISIS CODE (TTC 887 000) - THE CRISIS CODE IDENTIFIED FOR ENDURING FREEDOM IS 9GF (NINE-GOLF-FOX).

2.A.3.K. ENSURE THE APPROPRIATE COMPONENT CODE IS REFLECTED IN MCTFS. THE COMPONENT CODE FOR AN ACTIVATED USMCR MEMBER IS "KM." ACTIVATED MEMBERS POSSESSING INACCURATE COMPONENT CODES WILL REQUIRE CORRECTIVE ACTION TO BE TAKEN BY THE MISSO.

2.A.3.L. START PERSTEMPO (TTC 323 000) - THE TYPE CODE FOR OPERATION ENDURING FREEDOM IS "WAA." START CRISIS CODE MUST BE ACTION DATED 1 DAY PRIOR TO THE START PERSTEMPO ENTRY IN ORDER FOR MCTFS TO PROPERLY CYCLE IF BOTH ENTRIES ARE REPORTED ON THE SAME UNIT DIARY. PER REF'S E AND F, THE SECDEF HAS SUSPENDED THE ACCUMULATION OF DEPTempo DAYS FOR THE PURPOSE OF HDPD, AND THE REQUIREMENT FOR FLAG AND GENERAL OFFICERS TO MANAGE THE DEPTempo OF CERTAIN MEMBERS. HOWEVER, THE REQUIREMENT TO TRACK AND REPORT DEPTempo REMAINS IN EFFECT.

2.A.3.M. CONUS COLA - IF PAYABLE, SUBMIT CONUS COLA ENTRY. PER REF AC, CONUS COLA RATE IS DETERMINED BY THE MEMBER'S PRIMARY RESIDENCE.

2.A.3.N. PENSION WAIVED (TTC 860 001) OR PENSION NOT WAIVED (TTC 860 002) - USMCR MEMBERS IN RECEIPT OF A PENSION OR DISABILITY COMPENSATION MUST COMPLETE VA FORM 21-8951-2. THERE IS NO REPORTING REQUIREMENT FOR MEMBERS NOT IN RECEIPT OF A PENSION.

2.A.3.O. START SPLIT PAY (TTC 156 000).

2.A.3.P. ADVANCE PAY. SEE REF B.

2.A.3.Q. SGLI ELECTION FOR MEMBER AND SPOUSE. PER REF AC, ENSURE MEMBER AND SPOUSE SGLI ELECTION IS VERIFIED DURING INITIAL JOIN PROCESSING. IF THE MEMBER HAD PREVIOUSLY ELECTED A REDUCED COVERAGE AMOUNT FOR EITHER SELF OR SPOUSE, THIS ENTRY MUST BE RESUBMITTED WITH THE INITIAL JOIN. THE INITIAL JOIN TRIGGERS MAXIMUM COVERAGE IN MCTFS UNLESS REDUCED COVERAGE IS RESUBMITTED.

2.B. ADDITIONAL ENTITLEMENTS (AS APPLICABLE)

2.B.1. FAMILY SEPARATION ALLOWANCE II (FSA-II TTC 189 003) - FSA IS PAYABLE IN THE AMOUNT OF 100.00 PER MONTH FOR PERIODS OF OVER 30 DAYS OF SEPARATION IAW REF D. PER REF AC, THE FSA-T ENTITLEMENT SHOULD BE SUBMITTED WITH THE INITIAL JOIN ENTRIES.

2.B.2. IMMINENT DANGER PAY (TTC 293/297) - PAYABLE IN THE AMOUNT OF 150.00 PER MONTH FOR THOSE AREAS DESIGNATED IN REF D, FIGURE 10-1.

2.B.3. HOSTILE FIRE PAY (TTC 293/297) - PER REF D CHAP 10.

2.B.4. HARDSHIP DUTY PAY - PAYABLE IN AMOUNTS RANGING FROM 50.00 - 150.00 PER MONTH FOR AREAS DESIGNATED IN THE REF D.

2.B.5. COMBAT ZONE TAX EXCLUSION - APPLICABLE IN PRESIDENTALLY DESIGNATED COMBAT ZONES. BENEFITS INCLUDE EXCLUSION FROM FEDERAL INCOME TAX. DESIGNATED AREAS ARE LISTED IN REF D.

2.B.6. CLOTHING ALLOWANCES PER REF D CHAP 29.

2.B.6.1. OFFICERS MOBILIZED FOR MORE THAN 90 DAYS, WHO HAVE BEEN OFF OF ACTIVE DUTY FOR A MINIMUM OF TWO YEARS WILL BE ENTITLED TO THE ADDITIONAL ACTIVE DUTY UNIFORM ALLOWANCE (CURRENTLY 200.00) VIA UNIT DIARY (UD) ENTRY. FOR COMPUTATION OF THE TWO-YEAR MINIMUM, ANY PERIOD OF ACTIVE DUTY OR ACTIVE DUTY TRAINING LESS THAN 90 CONSECUTIVE DAYS IS NOT APPLICABLE. IF THE OFFICER HAS RECEIVED THE INITIAL UNIFORM ALLOWANCE (CURRENTLY \$400.00) DURING THE CURRENT TOUR OF ACTIVE DUTY OR WITHIN A PERIOD OF 2 YEARS BEFORE ENTERING CURRENT TOUR OF DUTY, HE/SHE IS NOT ELIGIBLE FOR THIS ADDITIONAL ACTIVE DUTY UNIFORM ALLOWANCE.

2.B.6.2. ENLISTED MEMBERS

2.B.6.2.A. IF THE MEMBER IS MOBILIZED WITHIN 90 DAYS AFTER BEING RELEASED FROM ACTIVE DUTY, THE MEMBER'S CLOTHING REPLACEMENT ALLOWANCE (CRA) DATE WILL REMAIN THE SAME. SUBMIT VIA UNIT DIARY ENTRY THE CRA DATE (TTC 305 001) PREVIOUSLY REFLECTED IN MCTFS.

2.B.6.2.B. IF IT HAS BEEN MORE THAN 90 DAYS SINCE THE MEMBERS RELEASE FROM ACTIVE DUTY, THEN THE ENTITLEMENT IS FOR THE REDUCED CLOTHING REPLACEMENT ALLOWANCE (RCRA). SUBMIT VIA UNIT DIARY THE RCRA (TTC 311 001) ENTRY WITH THE INITIAL JOIN ENTRIES.

2.B.7. TRAVEL FROM HOR TO HTC. SEE REF B. GTR'S ARE THE PREFERRED METHOD OF TRANSPORTATION FOR USMCR MEMBERS REPORTING TO THE HTC FOR ACTIVATION THAT RESIDE OUTSIDE THE REASONABLE COMMUTING DISTANCE AS PRESCRIBED BY THE COMMAND. RU MUST ARRANGE GOV TRANS FOR ALL MEMBERS REQUIRING TRANS TO DEPART HIS/HER HOME AND ARRIVE AT THE HTC ON THE DATE OF ACTIVATION. IF MEMBER LIVES OUTSIDE OF REASONABLE COMMUTING DISTANCE AND POV IS AUTHORIZED, THE MEMBER WILL BE ALLOWED 1 DAY OF TRAVEL TIME FOR EACH 350 MILES TRAVELED BY POC TO COMMENCE ON DATE OF ACTIVATION. FOR ANY FRACTION OF 350 MILES IN EXCESS OF 175 MILES GRANT ADDITIONAL DAYS OF TRAVEL IN ACCORDANCE WITH REF L.

2.C. ORDERS GENERATION, SEE REF B.

2.C.1. ENSURE DEPLOYING PERSONNEL ORDERS CONTAIN VALIDATED ULNS AS SHOWN IN PARA 1.B.

2.C.2. WHEN ISSUING AND MODIFYING ORDERS UNITS MUST ENSURE THAT MEMBERS' ORDERS AUTHORIZE PER DIEM AND SELECT "FOR FURTHER ASSIGNMENT" IOT CAPTURE EACH LEG OF TRAVEL AND PER DIEM AUTHORIZATION. PER DIEM IS AUTHORIZED BASED UPON THE AVAILABILITY AND ASSIGNMENT OF GOVERNMENT QUARTERS AND MESSING WHILE AT THE HTC, ILOC, A/POE, A/POD, AND/OR GFC'S LOCATION. DUE TO THE DIFFERENT ENTITLEMENTS THAT MAY BE AUTHORIZED AT EACH LOCATION, IT IS IMPERATIVE THAT MEMBERS RECEIVE DETAILED REPORTING/DETACHING ENDORSEMENTS FOR ANY LOCATION THAT WOULD EFFECT THEIR PER DIEM. ENSURE PID CODES FOR TRAVEL AND PER DIEM ARE SELECTED PER PARA 5.A.

2.C.3. NON-TEMPORARY STORAGE (NTS) OF HOUSE HOLD GOODS (HHG)  
2.C.3.A. MARINES MAY BE ENTITLED TO NTS OF HHG DURING THE PERIOD OF ACTIVATION/DEPLOYMENT. SHIPMENT OF HHG FOR PERSONAL COMFORT AND WELL BEING UP TO THE STANDARD WEIGHT ALLOWANCES IAW THE JFTR MAY ALSO BE AUTHORIZED. THE FOL APPROPRIATION DATA IS PROVIDED FOR HHG (SHIPMENT AND STORAGE):

FY-03 AA 1731106.27A0 000 67892 067433 2D 000000 67892XXXXXXX

XXXXXXX EQUALS LAST 7 DIGITS OF SDN

FY-04 AA 1741106.27A0 000 67892 067433 2D 000000 67892XXXXXXX

XXXXXXX EQUALS LAST 7 DIGITS OF SDN

STANDARD DOCUMENT NUMBER (SDN) TO BE CITED IS AS FOL:

M6789203MDNT009

2.C.3.B. UNITS MUST SUBMIT A LIST OF NON-TEMP STORAGE OF HHG STANDARD DOCUMENT NUMBERS WITH OBLIGATION AMOUNTS TO THE MFR COMPTROLLER TO BE OBLIGATED IN THE ACCOUNTING SYSTEM. FOR QUESTIONS, CALL DSN 678-6027.

2.D. MISCELLANEOUS ADMIN/PERSONNEL GUIDANCE

2.D.1. MEMBERS WITH MORE THAN 16 YEARS ACCUMULATIVE ACTIVE FEDERAL SERVICE, SEE REF B.

2.D.2. MEMBERS SERVING ON ADOS UPON MOBILIZATION, WILL BE PROCESS PER REF B.

2.D.3. DELAY, DEFERMENT, AND EXEMPTION (DD&E) (PER REF G).

2.D.3.A. MEMBERS REQUESTING DELAY WILL NOT BE ACTIVATED UNTIL ADJUDICATION OF THEIR REQUEST PER REF G.

2.D.3.B. MEMBERS REQUESTING DEFERMENT WILL NOT BE ACTIVATED UNTIL ADJUDICATION OF THEIR REQUEST PER REF G.

2.D.3.C. MEMBERS REQUESTING EXEMPTION WILL NOT BE ACTIVATED UNTIL ADJUDICATION OF THEIR REQUEST PER REF G.

2.D.3.D. PER REF G, MARINES SUBMITTING A REQUEST FOR DD&E WILL BE AUTHORIZED A DELAY (NOT ACTIVATED) UNTIL ADJUDICATION OF THEIR PACKAGE. IF A MEMBER IS INADVERTENTLY ACTIVATED; HOWEVER, NOT YET DEPLOYED TO THE ILOC/GFC, AND DESIRES TO SUBMIT A DD&E PACKAGE, THE MEMBER WILL REMAIN AT THE HTC UNTIL ADJUDICATION OF THE MEMBER'S REQUEST. ONCE A MEMBER HAS DEPLOYED TO THE ILOC/GFC, A REQUEST FOR DELAY, DEFERMENT, OR EXEMPTION MAY NOT BE PROCESSED. IN CASES SUCH AS THIS, ONLY A HUMS REQUEST OR A REQUEST FOR EARLY DEACTIVATION MAY BE CONSIDERED.

2.D.4. USMCR MEMBERS THAT DECLARE THEMSELVES CONSCIENTIOUS OBJECTOR STATUS OR HOMOSEXUAL

2.D.4.A. IF THE MEMBER'S UNIT HAS NOT YET BEEN ACTIVATED, AND THE MEMBER MAKES A DECLARATION, THEN THE UNIT WILL INITIATE THE PACKAGE PER REGULATING DIRECTIVES. IF/WHEN FINAL ADJUDICATION IS RECEIVED BY CMC, TAKE APPROPRIATE ACTIONS TO DISCHARGE THE MARINE.

2.D.4.B. IF THE MEMBER'S PACKAGE HAS BEEN INITIATED, YET PRIOR TO RECEIVING THE FINAL ADJUDICATION FROM CMC, THE MEMBER'S UNIT IS ACTIVATED, THEN IMMEDIATELY MODIFY/ISSUE THE MEMBER ACTIVATION ORDERS INDICATING "FOR FURTHER ASSIGNMENT" TO HQBN, MFR, NEW ORLEANS; GOVT QTRS/MESS DIRECTED IF AVAIL. ENSURE THAT THE ISSUED ACTIVATION ORDERS WILL PROCURE THE MEMBER'S FLIGHT TICKET TO NOLA. MEMBERS MUST ARRIVE WITH ALL SUPPORTING DOCUMENTATION COMPLETED, WORKING AND/OR SUBMITTED. IMMEDIATELY NOTIFY THE MARFORRES COMMAND DUTY OFFICER VIA E-MAIL (MARFORRES CDO) OR PHONE (504-678-8701) AS WELL AS THE MSC OF THE MEMBER'S INFORMATION, FLIGHT ITINERARY ETC.

2.D.4.C. IF A MEMBER MAKES A DECLARATION AFTER HIS/HER UNIT IS ACTIVATED, THEN IMMEDIATELY MODIFY/ISSUE THE MEMBER ACTIVATION ORDERS INDICATING "FOR FURTHER ASSIGNMENT" TO HQBN, MFR, NEW ORLEANS; GOVT QTRS/MESS DIRECTED IF AVAIL. ENSURE THAT THE ISSUED

ACTIVATION ORDERS WILL PROCURE THE MEMBER'S FLIGHT TICKET TO NOLA. IMMEDIATELY NOTIFY THE MARFORRES COMMAND DUTY OFFICER VIA E-MAIL (MARFORRES CDO) OR PHONE (504-678-8701) AS WELL AS THE MSC OF THE MEMBER'S INFORMATION, FLIGHT ITINERARY ETC.

2.D.5. PER REF G, A MEMBER CONFIRMED AS HIV POSITIVE WILL NOT BE ACTIVATED. EVEN IF THE MEMBER MAKES A DECLARATION OF BEING A CONSCIOUS OBJECTOR OR HOMOSEXUAL. MEMBERS IN THIS CATEGORY WILL BE ADJUDICATED PER REF G.

2.D.5. MEMBERS NOT REPORTING, SEE REF B.

2.D.6. UNSAT PARTICIPANTS REPORTING FOR DUTY, SEE REF B.

2.D.7. WOMEN IN COMBAT RESTRICTED UNITS, SEE REF Z.

2.D.8. MEMBERS THAT EXCEED HEIGHT/WEIGHT STANDARDS, SEE REF B.

2.D.9. MEMBERS IN A TNPQ STATUS, SEE REF B.

2.D.10. REQUEST TO DEPLOY SITE SUPPORT AC/RC PERSONNEL WITH THE ACTIVATED UNIT WILL BE SUBMITTED PER REF B.

2.D.11. CIVILIAN EMPLOYER DATA REPORTING, SEE REF B. ALTHOUGH A RESERVE MEMBER CANNOT BE REQUIRED TO PROVIDE EMPLOYER DATA, PARTICIPATION IS HIGHLY ENCOURAGED. USE THE FORM LOCATED WITHIN DEFENSE MANPOWER DATA CENTER WEBSITE

[HTTPS:WWW.DMDDC.OSD.MIL/SWG/OWA/WEBGUARD.LOGIN?APPL=9018](https://www.dmddc.osd.mil/swg/owa/webguard.login?appl=9018) (LOWER CASE). THE INDIVIDUAL MARINE CAN LOGIN AND ENTER HIS/HER EMPLOYER INFORMATION OR A PRINTED FORM CAN BE FILLED OUT AND A CLERK LOGIN THE MARINE AND ENTER THE INFO.

### 3. LOGISTICS

#### 3.A. SUPPLY/EQUIPMENT

3.A.1. INDIVIDUAL EQUIPMENT. DEPLOYING FORCES WILL DEPLOY WITH APPROPRIATE T/O WEAPONS AND INDIVIDUAL COMBAT CLOTHING AND EQUIPMENT (ICCE).

3.A.2. MOBILIZED NAVAL RESERVE/MAP PERSONNEL. DEPLOYING FORCES WILL ENSURE THAT ADEQUATE ICCE, INDIVIDUAL WEAPONS, AND NBC INDIVIDUAL PROTECTIVE EQUIPMENT (IPE) IS MADE AVAILABLE TO SUPPORT ASSIGNED NAVAL RESERVE/MAP PERSONNEL.

3.A.3. PROPERTY RECORDS OF DEPLOYING UNIT EQUIPMENT WILL BE TRANSFERRED IAW REF AF.

3.A.4. UNIT WILL DEPLOY WITH ON HAND T/A EQUIPMENT ONLY. ANY REMAINING T/A DEFICIENCIES WILL BE REPORTED TO DC I&L VIA MARFORCOM FOR VALIDATION/SOURCING.

3.A.5. TYPE III DESERT CAMMIE UNIFORM SUPPORT WILL BE PROVIDED BY MFR G-4 STAP AT THE HTC PRIOR TO MOVEMENT.

#### 3.B. EMBARKATION/TRANSPORTATION

3.B.1. TRANSPORTATION OF NAVY PROGRAM NINE. COMNAVRESFOR IS RESPONSIBLE FOR TRANSPORTATION OF MOBILIZED/ACTIVATED NAVAL RESERVE PERSONNEL. THESE PERSONNEL WILL BE PROCESSED FOR ACTIVE DUTY THROUGH NAVAL MOBILIZATION PROCESSING SITES LOCATED AT EITHER RSU CAMP LEJEUNE OR RSU CAMP PENDLETON. NAVAL RESERVE PERSONNEL THAT ARE ACCOMPANYING USMCR UNITS WILL JOIN THEM AT THEIR DESIGNATED ILOC. COMMARFORRES WILL ESTABLISH AN NAVY PROGRAM NINE COORDINATOR AT EACH RSU. THEY CAN BE REACHED AT:

3.B.1.A. EAST COAST NRP-9 COORDINATOR: CELL (504) 914-6786

3.B.1.B. WEST COAST NRP-9 COORDINATOR: CELL (504) 914-9210

#### 3.B.2. CARGO

3.B.2.A. DEPLOYING FORCES WILL ENSURE CARGOES ARE BUILT IN MDSS II WITH PROPER ASSOCIATIONS.

3.B.2.B. DEPLOYING FORCES WILL CONSTRUCT APPROPRIATE CARRIERS IN CARRIER TABLE.

3.B.2.C. UNITIZED/PALLETIZED AND VEHICULAR CARGOES WILL BE SOURCED TO CARRIERS (I.E. COML TRACTOR-TRAILER, BUS, GME, COML AIR, ETC.),

VIA UDL WORKBENCH.

3.B.2.D. ENSURE RESERVE MOBILIZATION TRANSPORTATION PLAN (RMTP) PICTORIAL DIAGRAMS ARE COMPLETED IAW MDSSII DATA.

3.B.2.E. COORDINATE WITH LOCAL TRAFFIC MANAGEMENT OFFICER (TMO) IN ORDER TO SCHEDULE TRANSPORTATION AND OBTAIN INITIAL COST ESTIMATE FOR TOT.

3.B.2.F. ONLY THOSE CARGOES LISTED IN TPFDD ARE AUTHORIZED MVMNT.

3.B.2.G. SUBMIT TOT REQUEST WITH COST ESTIMATE TO COMMARFORRES G-4 TMO VIA TOT DATABASE. UNIT IS ALSO REQUIRED TO MARK TOT REQUEST FOR MOBILIZATION, PROVIDE ULN, ATTACH MDSSII CONSTRUCTED AS PER PAR 3.B.2 THRU 3.B.2.F.. TO COMMARFORRES G-4 SMO TOT REQUEST AS .PEX FILE WITH RMTP PICTORIAL DIAGRAMS ATTACHED AS .ZIP FILE.

3.B.2.H. UPON RECEIPT OF MDSSII AND RMTP PICTORIAL DIAGRAMS, COMMARFORRES G-4 TMO WILL APPROVE TOT REQUEST AND WILL ATTACH TAC CODE FOR APPROPRIATION.

3.B.2.I. UNITS WILL PROVIDE TOT TRANSPORTATION DEPARTURE FORECAST BY DAY AS PROVIDED BY LOCAL TMO I.E. FOR EXAMPLE, (12) TRUCKS ON DAY ONE, (12) TRUCKS ON DAY TWO, ETC. TO SMO ORGANIZATIONAL MAILBOX SMO@MFR.USMC.MIL <MAILTO:SMO@MFR.USMC.MIL>.

3.B.2.J. UNITS WILL PROVIDE DEPARTURE REPORT WITHIN 1 HOUR OF DEPARTURE OF EACH TRANSPORTATION MISSION TO SMO ORGANIZATIONAL MAILBOX: SMO@MFR.USMC.MIL <MAILTO:SMO@MFR.USMC.MIL> IN ACCORDANCE WITH COMMARFORRES MESSAGE 190713Z NOV 01 PARAGRAPH 15. DEP RPTS WILL INCL NOT ONLY THAT CARGO DEPARTING VIA TOT BUT PAX VIA SMALL GROUP TRAVEL (SGT), LARGE GROUP TRAVEL (LGT), COML CHARTER, BUS, GME, ETC. 3.B.2.K. DEPLOYING FORCES WILL ENSURE CARGOES WITH UNIQUE HANDLING REQUIREMENTS (DEADLINED OR DAMAGED EQUIPMENT THAT CANNOT BE REPLACED PRIOR TO TRANS, HAZARDOUS MATERIALS, BONDED CARGOES, ETC.) IS IDENTIFIED IN DEPARTURE REPORTS. DEPLOYMENT DEPARTURE/ARRIVAL REPORT AVAILABLE AT SMO HOMEPAGE.

3.B.2.L. DEPLOYING FORCES WILL ATTACH .PEX FILES FOR EACH MISSION WITH DEPARTURE REPORTS SUBMITTED TO COMMARFORRES G-4 SMO.

3.B.3. PASSENGERS

3.B.3.1. LARGE GROUP TRAVEL (LGT). DEFINED AS 21 PASSENGERS OR MORE.

3.B.3.A.1. AIR TRANSPORTATION. DEPLOYING FORCE WILL SUBMIT TOP REQUESTS TO COMMARFORRES G-4 TMO, VIA THE TOP DATA BASE IAW THE TPFDD. COMMARFORRES G-4 TMO WILL SCHEDULE THE CARRIER TO ARRIVE AT AN AIRPORT AS REQUESTED BY THE DEPLOYING FORCE.

3.B.3.A.2. GROUND TRANSPORTATION. DEPLOYING FORCE WILL COORDINATE WITH LOCAL TMO TO ARRANGE FOR COMMERCIAL GROUND TRANSPORTATION AND OBTAIN A COST ESTIMATE. IF NO TMO IS AVAILABLE LOCALLY, COMMARFORRES G-4 TMO WILL ASSIST THE DEPLOYING UNIT TO EFFECT TRANSPORTATION. DEPLOYING FORCE WILL SUBMIT TOP REQUESTS WITH COST ESTIMATE TO COMMARFORRES G-4 TMO, VIA THE TOP DATA BASE IAW THE TPFDD.

3.B.3.B. SMALL GROUP/INDIVIDUAL TRAVEL (SGT). DEFINED AS 20 PASSENGERS OR LESS.

3.B.3.B.1. DEPLOYING FORCES REQUEST INDIVIDUAL TRAVEL RESERVATIONS WITH COMMARFORRES COMMERCIAL TICKET OFFICE (CTO) UPON NOTIFICATION TO DEPLOY. CONTACT CAN BE MADE DURING NORMAL WORKING HOURS (0800-1630) CENTRAL STANDARD TIME (CST) BY PHONE 1-504-944-5111 OR FAX 1-800-639-7459. UNITS WILL SEND ITINERARIES TO SMO ORGANIZATIONAL MAIL BOX AS SOON AS TRANSPORTATION IS ARRANGED.

3.B.3.B.2. ALL SMALL GROUP/INDIVIDUAL TRAVEL WILL BE SCHEDULED TO ARRIVE AT THE FOLLOWING CIVIL AIRPORTS:

3.B.3.B.2.A. FORCES USING CAMP LEJEUNE AS AN ILOC WILL USE WILMINGTON INTERNATIONAL (KILM), WILMINGTON, NC.

3.B.3.B.2.B. FORCES USING CAMP PENDLETON AS AN ILOC WILL USE SAN DIEGO INTERNATIONAL, LINDBERG FIELD (KSAN), SAN DIEGO, CA.

3.B.3.B.2.C. FORCES USING MCTFTC, CA (TWENTYNINE PALMS) AS AN ILOC WILL USE ONTARIO AIRPORT (ONT), ONTARIO, CA.

3.B.3.B.3. COMMARFORRES TMO WILL CAPTURE ITINERARIES AND COORDINATE WITH COMMARFORRES RECEPTION SUPPORT TEAM (RST) AT CLNC OR CPCA FOR FOLLOW-ON TRANS TO THE GFC.

3.C. HEALTH SERVICE SUPPORT

3.C.A. MEDICAL/DENTAL

3.C.A.1. DEPLOY FORCE W/MED AND DENTAL RECORDS. ENSURE ALL DEPLOYING PERSONNEL ARE MED/PHYSICALLY QUAL FOR OVERSEAS DEPLM. RPT TO COMUSMARCENT FOR AOR SPECIFIC PREDEPLM MEDICAL REQR.

3.C.A.2. ENSURE THAT IMMUNIZATIONS ARE UP TO DATE, TO INCLUDE HEPATITIS A, INFLUENZA, MMR, POLIO, TD, TYPHOID, YELLOW FEVER, AND HEPATITIS B FOR THOSE PERS COND SCTY OPS AT OCCUPATIONAL RISK.

3.C.A.3. HAVE CURRENT AUDIOGRAM, PPD, HIV, G6PD, AND SICKLE CELL TRAIT TEST RESULTS ON FILE IN MEDICAL RECORD.

3.C.A.4. ENSURE MEMBERS HAVE A CURRENT PHYSICAL, ARE DENTAL CLASS 1 OR 2, AND DNA SPECIMEN OBTAINED; POSSESS PRESCRIPTION EYE GLASSES (2 PAIR), MEDICAL WARNING TAG, AND GAS MASK INSERTS (ONE AIR), OCCUPATIONAL HEALTH PERSONAL PROTECTIVE EQUIPMENT RESPIRATORY, OPTICAL, AND HEARING PROTECTION) AS NEEDED.

3.C.A.5. ENSURE MEMBERS BRING SUFFICIENT MEDICATION FOR DURATION OF DEPLOYMENT.

3.C.A.6. BPT COMPLY WITH REF R, SPECIFICALLY RECEIPT OF PRE-DEPLM FHP BRIEF AND COMPLETION OF PRE- (DD FORM 2795) AND POST-DEPLM HEALTH SCREENING QUESTIONNAIRES.

3.C.A.7. HEALTH THREAT/COUNTERMEASURES BRIEFING, QUALIFIED PERSONNEL MUST INFORM ALL DEPLOYERS OF ANTICIPATED HEALTH THREATS AND RELEVANT COUNTERMEASURES, INCL THE FOL:

3.C.A.7.A. ENDEMIC DISEASES

3.C.A.7.A.1. ACUTE DIARRHEAL DISEASES

3.C.A.7.A.2. CHOLERA

3.C.A.7.A.3. VECTOR-BORNE DISEASES OTHER THAN MALARIA

3.C.A.7.A.4. MALARIA. VARIABLE RISK IN CERTAIN AREAS.

3.C.A.7.A.5. TUBERCULOSIS

3.C.A.7.A.6. RABIES

3.C.A.7.A.7. SEXUALLY TRANSMITTED DISEASES (STD'S)

3.C.A.7.A.8. MENINGOCOCCAL MENINGITIS

3.C.A.7.A.9. SCHISTOSOMIASIS

3.C.A.7.B. ENVIRONMENTAL HEALTH THREATS

3.C.A.7.B.1. TOPOGRAPHY AND CLIMATE

3.C.A.7.B.2. CONTAMINATION AND POLLUTION

3.C.A.7.B.3. DANGEROUS FLORA AND FAUNA

3.C.A.7.C. OCCUPATIONAL HEALTH THREATS

3.C.A.7.D. COMBAT AND DEPLOYMENT-RELATED STRESS

3.C.A.7.E. INJURIES (WORK AND RECREATIONAL)

3.C.A.7.F. FOOD AND WATER SAFETY

3.C.A.7.G. FIELD SANITATION AND PERSONAL HYGIENE

3.C.A.7.H. CRIME AND TERRORISM, INCLUDING NUCLEAR, BIOLOGICAL AND CHEMICAL THREATS.

3.C.A.7.I. ADDITIONAL INFO AVAIL IN REF S.

3.C.A.8. FOOD AND WATER SOURCES. ALL WATER (INCLUDING ICE) IS CONSIDERED NON-POTABLE UNTIL TESTED AND APPROVED BY APPROPRIATE MEDICAL PERSONNEL. NO BULK FOOD SOURCES WILL BE UTILIZED UNLESS INSPECTED AND APPROVED BY U.S. VETERINARY PERSONNEL. COMMANDERS WILL ENSURE THAT THE NECESSARY SECURITY IS IN PLACE TO PROTECT WATER

AND FOOD SUPPLY AGAINST TAMPERING. MEDICAL PERSONNEL WILL PROVIDE CONTINUAL VERIFICATION OF QUALITY AND PERIODIC INSPECTION OF STORAGE FACILITIES.

3.C.A.9. ANTHRAX VACCINE INOCULATION PROGRAM (AVIP). IAW REFS T AND U, ALL DEPLOYING PERS TO HIGH THREAT AREAS (HTA) MUST COMPLETE THREE-SHOT SERIES PRIOR TO DEPLOYMENT. PRIOR TO DEPARTING THE HTC, AT LEAST ONE ANTHRAX VACCINATION MUST BE ADMINISTERED. IF THIS IS NOT FEASIBLE, ADMINISTER ONE ANTHRAX VACCINATION UPON ARRIVAL TO GFC AND/OR ILOC PRIOR TO DEPLOYMENT OCONUS. THIS IS NECESSARY TO COMPLETE THE THREE-SERIES SHOT BEFORE ARRIVAL IN HTA.

3.C.A.10. FOOT AND MOUTH DISEASE (FMD) ALERT. ALL DOD-SPONSORED AND/OR EQUIPMENT MOVING WITHIN OR EXITING FROM A FMD-AFFECTED REGION WILL COMPLY WITH REF V AND THE LATEST FMD GUIDANCE PROVIDED BY THE RESPECTIVE HOST NATION AS LONG AS SAID GUIDANCE IS CONSISTENT WITH THE GUIDANCE ON SOVEREIGN IMMUNITY FOUND IN REFS V AND W, AS WELL AS ANY SPECIAL GUIDANCE ON SOVEREIGN IMMUNITY OF US AIRCRAFT AND FMD RECEIVED FROM OSD, THE THEATER COMMANDER, AND USDA. A LISTING OF CURRENT FMD-FREE COUNTRIES (AND MAP) MAY BE FOUND IN THE OFFICE OF INTERNATIONAL EPIZOOTIC (OIE) WEBSITE [HTTP://WWW.OIE.INT/ENG/INFO/EN](http://www.oie.int/eng/info/en) (UNDERLINE)FMD.HTM. ANY COUNTRY NOT LISTED AS COMPLETELY OR PARTIALLY FMD-FREE SHOULD BE CONSIDERED TO POTENTIALLY HAVE THE DISEASE AGENT, AND APPROPRIATE PRECAUTIONS SHOULD BE TAKEN TO PREVENT TRANSPORTING THE AGENT BACK TO CONUS. ADDITIONAL INFORMATION IS CONTAINED IN REF X.

3.C.A.11. SMALLPOX VACCINATION PROGRAM (SVP). REF AC.

3.C.A.11.A. UNIT COMMANDERS ARE DIRECTED TO SCHEDULE VACCINATIONS OF ALL PERSONNEL NO EARLIER THAN (NET) 48 HOURS AND NO LATER THAN (NLT) 24 HOURS PRIOR TO DEPLOYING OCONUS. IDENTIFY SPV REQUIREMENTS AND REPORT THIS REQUIREMENT TO THE MARFORRES HEALTH SERVICES SUPPORT (MFR/HSS) POINT OF CONTACT COMM (504) 678-0467, DSN 678-0467. FOR THOSE UNITS REPORTING TO INITIAL LOCATION (ILOC) FOR OCONUS PROCESSING, SVP WILL BE ADMINISTERED PER REF AC, AT THE ILOC PRIOR TO DEPLOYMENT.

3.C.A.11.B. FOR THOSE DEPLOYING DIRECTLY FROM A RESERVE TRAINING CENTER (HTC) OR NAVY MOBILIZATION PROCESSING SITE (NMPS) AND NOT PROCESSING THROUGH AN ILOC, SPV WILL BE ADMINISTERED AT THE NEAREST MEDICAL TREATMENT FACILITY (MTF) NET 48 HOURS AND NLT 24 HOURS PRIOR TO ACTUAL DEPLOYMENT IAW REF AC. COMMAND SVP COORDINATOR MUST CONTACT MFR/HSS POC FOR IDENTIFICATION OF DIRECT DEPLOYERS AND TO ORDER SPV, IF NECESSARY.

4. COMMUNICATIONS - ENSURE COMMAND AND CONTROL IS MAINTAINED AT ALL TIMES.

4.A. AUTODIN/DMS - FOR INFORMATION ON CREATING PLA'S/DN'S ACCESS THE MFR INTRANET PAGE [HTTPS://HQ.MFR.USMC.MIL/COMMCENTER/DEFAULT.HTM](https://hq.mfr.usmc.mil/commcenter/default.htm) AND READ THE ANNEX K OF REF L. ACCESS TO DMS WHILE IN TRANSIT WILL BE VIA DIAL-IN CAPABILITY ONLY. READ THE INSTRUCTIONS ON THE WEBSITE AND IN THE CHAPTER TO GAIN ACCESS TO DMS AT THE GFC.

4.B. CELL PHONES AND CALLING CARDS WILL BE USED IN TRANSIT, BUT MUST BE SENT TO THE HTC'S SITE SUPPORT STAFF UPON REACHING THE GFC.

4.C. ACCESS TO EMAIL DURING TRANSIT IS COVERED IN THE ANNEX.

4.D. EKMS ISSUES SHOULD BE DIRECTED TO THE LOCAL CUSTODIAN AND THEN TO THE MFR G-6, MS HILDEBRANDT, [HILDEBRANDTGA@MFR.USMC.MIL](mailto:HILDEBRANDTGA@MFR.USMC.MIL), (504) 678-4234. ADDITIONAL EQUIPMENT AND KEY MUST BE IDENTIFIED IMMEDIATELY. COMSEC EQUIPMENT WILL BE SHIPPED ONLY BY DIRECTION OF COMMARFORRES (AC/S G-6/G-4) USING PROCEDURES DEFINED IN CMS 21A. KG-175'S, STU-III TELEPHONES AND STE'S ARE SITE SUPPORT EQUIPMENT AND WILL NOT BE DEPLOYED WITHOUT AUTHORIZATION FROM MARFORRES G6.

4.E. ALL RNET ASSETS, (FOR EXAMPLE CISCO ROUTERS, SWITCHES, AND

PHONES SYSTEMS) WILL REMAIN AT THE HTC.

4.F. IF THE SITE SUPPORT STAFF IS MOBILIZED TO SUPPORT THE HTC THEN A MINIMUM OF THREE DESKTOP COMPUTERS WILL BE LEFT BEHIND TO SUPPORT THEIR MISSION. CALL (504) 678-6346 WITH REQUIREMENTS FOR ADVANCE FIELDING OF COMPUTER ASSETS.

5. COMPTROLLER/FISCAL

5.A. FOR FISCAL TRACKING PURPOSES, MOB SEQ 1045 WILL BE CONSIDERED ISO OF CG II MEF (COMMARFORCOM). FOLLOW INSTRUCTIONS ON PAR 5.C, BELOW FOR ORDER GENERATION.

5.B. IAW REF AB, UNITS DEPLOYING ISO CG, I MEF OR COMMARFORPAC, ARE FUNDED USING OPERATIONS AND MAINTENANCE MARINE CORPS (O&MMC) APPROPRIATION THROUGH SUB-OPERATING BUDGET M67894 ESTABLISHED BY COMMARFORPAC. ORDER WRITERS MUST ENSURE TO SELECT THE "MOB" PID FOR PAY AND ALLOWANCES AND THE "MAP" PID FOR PER DIEM AND TRAVEL IOT ENSURE FUNDS ARE OBLIGATED AGAINST THIS SUB-OPERATING BUDGET. REFER TO REF AB FOR SPECIFIC GUIDELINES.

5.C. UNITS DEPLOYING ISO CG, II MEF OR COMMARFORCOM ARE FUNDED THROUGH SUB-OPERATING BUDGET M67892 ESTABLISHED BY COMMARFORCOM. ORDERS WRITERS MUST ENSURE TO SELECT THE "MOB" PID PAY AND ALLOWANCES AND THE "MOB" PID FOR PER DIEM AND TRAVEL IOT ENSURE FUNDS ARE OBLIGATED AGAINST THE COMMARFORCOM SUB-OPERATING BUDGET. REFER TO REF AB FOR SPECIFIC GUIDELINES.

5.C. PEACE-TIME WAR-TIME SUPPORT TEAM (PWST) PERSONNEL AND USMCR UNITS/DETS ACTIVATED IN SUPPORT OF OPERATION ENDURING FREEDOM WILL BE FUNDED BY MARFORRES AND REIMBURSED BY HQMC. ORDER WRITERS MUST ENSURE THAT THE "MOB" PID IS SELECTED FOR PAY AND ALLOWANCES. "OTHER SPONSOR FUNDING" WILL BE SELECTED FOR PER DIEM AND TRAVEL. THE UNIT MUST FUND FOR THE PER DIEM AND TRAVEL OF PWST PERSONNEL AND USMCR MARINES THAT RESIDE OR COMMUTE FROM OUTSIDE THE REASONABLE COMMUTING DISTANCE TO THE HTC (50 MILE RADIUS IN ABSENCE OF ESTABLISHED POLICY). THE HTC SHOULD ASSIGN AN 1107 (O&M, MCR) DOCUMENT NUMBER TO THE PER DIEM AND TRAVEL PORTIONS OF THESE ORDERS. THESE DOCUMENT NUMBERS ONCE OBLIGATED IN SABRS, SHOULD BE SUBMITTED TO THE MSC FISCAL COORDINATORS FOR FURTHER SUBMISSION TO THE MFR COMPTROLLER FOR REIMBURSEMENT BY HQMC.

5.D. IDENTIFY/COORDINATE FUNDING DEFICIENCIES WITH MARFORRES COMPTROLLER VIA MSC COMPTROLLER. REFER ANY QUESTIONS FOR MOBILIZATION FUNDING TO DSN: 678-6027, COMM: (504)678-6027.

5.F. GOVERNMENT ISSUED CREDIT CARDS

5.F.1. GTCC CARDS. THE AGENCY PROGRAM COORDINATOR (APC) OF ACTIVATED UNITS WILL COORDINATE WITH THE GFC APC FOR TRANSFER OF HIERARCHIES. THOSE MEMBERS WITHOUT A GTCC WILL APPLY FOR A CARD WITH THE APC OF THE GFC.

5.F.2. ALL OTHER PURCHASE CARDS. INDIVIDUALS OR UNITS POSSESSING ANY TYPE OF GOVERNMENT-ISSUED CREDIT CARDS (GCPC, COPAC, POL, ETC.) WILL SURRENDER THEM IAW ANNEX V OF REF L AND REF AB.

6. PUBLIC AFFAIRS. THE PUBLIC AFFAIRS POSTURE IS ACTIVE. MARFORRES PAO WILL COORDINATE WITH THE UNIT FOR MEDIA COVERAGE OF THE ACTIVATION. RESERVE RELATED QUERIES CAN BE FORWARDED TO (504)678-0700 OR (504)678-4177. THE FOLLOWING STATEMENT IS APPROVED FOR USE: "(UNIT/DET NAME) HAS BEEN CALLED TO ACTIVE DUTY IN SUPPORT OF OPERATION ENDURING FREEDOM. REFER MISSION RELATED QUERIES TO MARCENT PAO AT 011-973-825-310 EXT 0715.

6.A. REVIEW REF L AND M. IT IS RECOMMENDED THAT INFORMATION ON WHAT CAN AND CANNOT BE SAID TO THE MEDIA AND THE PUBLIC AFFAIRS GUIDANCE FOR FAMILIES (IN REF M) BE PROVIDED TO ALL MEMBERS.

6.B. ALL MFR PERSONNEL SHOULD ATTEMPT TO MEET THE FOLLOWING KEY



COMMUNICATION OBJECTIVES DURING MEDIA OPPORTUNITIES REGARDLESS OF THE QUESTIONS ASKED:

- WE'RE READY TO GO.
- MOBILIZATION READINESS IS OUR NUMBER ONE PRIORITY, ALL THE TIME.
- WE APPRECIATE THE SUPPORT OF OUR FAMILIES AND EMPLOYERS.

6.C. THE FOLLOWING INFORMATION THAT MAY BE DISCUSSED/RELEASED TO CIVILIAN MEDIA UNLESS OTHERWISE CLASSIFIED:

- CURRENT UNIT MISSION;
- UNIT'S KNOWN CAPABILITIES;
- APPROX SIZE OF THE UNIT;
- APPROX AMOUNT AND GENERAL DESCRIPTION OF EQUIPMENT ASSIGNED TO THE UNIT;
- UNCLASSIFIED EXERCISES AND OPERATIONS THAT THE UNIT HAS PREVIOUSLY PARTICIPATED IN.

6.D. MFR PERSONNEL MUST NOT:

- SPECULATE REGARDING WHICH MFR UNITS OR INDIVIDUALS MAY BE ACTIVATED/RECALLED;
- SPECULATE WHEN MFR UNITS OR INDIVIDUALS MAY BE ACTIVATED/RECALLED;
- SPECULATE WHAT MISSIONS OR TASKS MFR UNITS OR INDIVIDUALS MAY BE CALLED UPON TO PERFORM;
- SPECULATE WHERE MFR UNITS MAY DEPLOY OR OPERATE;
- SPECULATE ON ANY ASPECT OF POTENTIAL FUTURE OPERATIONS RESULTING FROM THE EVENTS OF 11 SEP 01 OR THE CURRENT PARTIAL MOBILIZATION AUTHORIZATION; AND
- RELEASE INFORMATION THAT IS CLASSIFIED.

6.E. ACTIVATED PERSONNEL SHOULD FILL OUT FLEET HOME TOWN NEWS RELEASE FORMS (NAVSO 5724/1). IN BLOCK 23 LIST EVENT AS "MOBILIZED FOR OPERATION ENDURING FREEDOM." FORMS CAN BE FOUND AT [HTTP:WWW.CHINFO.NAVY.MIL/NAVPALIB/CHINFO/FHTNC.HTML](http://WWW.CHINFO.NAVY.MIL/NAVPALIB/CHINFO/FHTNC.HTML).

6.F. ESGR. SUPPORT OF CIVILIAN EMPLOYERS IS A KEY COMPONENT OF MOBILIZATION READINESS AND SUCCESS. COMMANDING OFFICERS MUST ENSURE THE APPROPRIATE EMPLOYER SUPPORT OF THE GUARD AND RESERVE (ESGR) STATE/LOCAL COMMITTEE REPRESENTATIVE IS PROMPTLY NOTIFIED OF THE UNIT'S ACTIVATION AND THAT ALL MARINES ARE PROPERLY INFORMED OF THE MISSION AND ROLE OF THE ESGR AS WELL AS THEIR RIGHTS AND RESPONSIBILITIES UNDER USERRA. THE NATIONAL COMMITTEE FOR THE ESGR CAN BE REACHED AT 1-800-336-4590 OR [WWW.ESGR.ORG](http://WWW.ESGR.ORG). MARFORRES POC FOR ESGR ISSUES CAN BE REACHED AT (504)678-0707.

7. FAMILY READINESS. MARINES AND FAMILY MEMBERS WITH QUESTIONS REGARDING PERSONAL OR FAMILY SUPPORT MAY CONTACT THE FRO OR KVC AT ANY MARINE CORPS HTC OR ONE OF THE FAMILY SERVICE CENTERS LOCATED AT ANY MAJOR MARINE CORPS, ARMY, AIR FORCE, OR NAVY INSTALLATION.

7.A. WEST OF THE MISSISSIPPI RIVER (INCLUDING WISCONSIN) CALL MCB CAMP PENDLETON, CA 1-800-845-2131 OR 1-800-253-1624.

7.B. EAST OF THE MISSISSIPPI RIVER (MINUS WISCONSIN) CALL MCB QUANTICO, VA 1-800-336-4663.

7.C. FAMILY READINESS INFORMATION IS ALSO AVAILABLE ON THE MARFORRES WEBSITE [WWW.MFR.USMC.MIL](http://WWW.MFR.USMC.MIL) AND THEN CLICKING ON COMMUNITY.

#### 8. REPORTS

8.A. UNITS/DETS IDENTIFIED IN PARA 1.B. MUST REPORT READINESS TO ACTIVATE MOBMCC VIA MOST EXPEDITIOUS MEANS BY E-MAIL, PHONE, OR FAX TO POC. MISSA ACTIONS TO ACTIVATE MOBMCC WILL NOT OCCUR UNTIL THIS REPORT IS RECEIVED BY MFR.

8.B. REPORT ACTIVATION UPON COMPLETION OF MISSA ACTIVATION ACTION AND ALL MCTFS "JOIN" ACTIONS ARE COMPLETED (SEE EXAMPLE FROM APPENDIX 15 TO CHAPTER 8 OF REF L).

8.C. PERSONNEL STATISTICS (PERSTAT) REPORT. PER REF N, INITIAL PERSTAT REPORT IS DUE ASAP UPON RECEIPT OF REF A.

8.D. REPORT SORTS PER REF O (SEE EXAMPLE FROM APPENDIX 19 TO ANNEX U OF REF L):

8.D.1. ONCE THE UNIT HAS BEEN IDENTIFIED TO BE ACTIVATED.

8.D.2. WHEN THE UNIT IS ACTIVATED AT THE HTC (CHANGE OF STATUS).

8.D.3. WHEN THE UNIT DEPLOYS FROM HTC (CHANGE OF PRESENT LOCATION).

8.D.4. WHEN UNIT ARRIVES AND IS GAINED BY THE GFC (CHANGE OF COMMAND).

8.D.5. ENSURE PARENT COMMAND DELETES STRUCTURE, ASSIGNED PERS, AND EQUIPMENT IN SORTS WITHIN 24 HOURS OF ACTIVATION, AS OUTLINED IN REF O.

8.E. DEPARTURE REPORT - (DEP RPT). THE DEP RPT WILL BE SUB VIA E-MAIL 'SMO@MFR.USMC.MIL' PRIMARY, PHONE/FAX SECONDARY (504)678-5739/8409, DSN 678-XXXX NLT ONE HOUR AFTER EACH PIECE OF TRANSPORT DEPARTS HTC AND POE (I.E., EACH ACFT, TT, BUS, ETC.), REGARDLESS OF THE TYPE OF TRANSPORT USED (I.E., PAX VIA AIR, CARGO VIA OVERLAND, PAX VIA BUS, CARGO VIA RAIL, ETC.). DEPLM RPT IS TO BE TRANSMITTED BY REMAIN BEHIND PERSONNEL ACTING AS UNIT MOVEMENT CONTROL CENTER (UMCC).

8.F. ARRIVAL REPORT (ARR RPT). THE ARR RPT WILL BE SUB VIA E-MAIL 'SMO@MFR.USMC.MIL' PRIMARY, PHONE/FAX SECONDARY (504)678-5739/8409 DSN 678-XXXX. NLT TWO HOURS AFTER EACH PIECE OF TRANSPORT ARRIVES (I.E., EACH ACFT, TT, BUS, ETC.), REGARDLESS OF THE TYPE OF TRANSPORT USED (I.E., PAX VIA AIR, CARGO VIA OVERLAND, PAX VIA BUS, CARGO VIA RAIL, ETC.). UNIT WILL LIAISON WITH GFC DURING THE REPORT FOR PLANNING PROCESS IOT ENSURE CONNECTIVITY IS ARRANGED FOR TRANSMISSION OF THE ARR RPT.

8.G. SITUATION REPORT (SITREP) - NON-PERSTAT INFORMATION. PER CHAPTER 8, APPENDIX 20 TO REF L, SUBMIT CHANGES AS REQUIRED UNTIL DEPARTURE FROM HTC.//

BT

13. USMCR Commanding Officer Activation Report

Purpose. To provide an example of USMCR unit message reporting unit activation.

PATUZYUW RUCCMFK0001 0171000-UUUU--RHMFIUU.  
ZNR UUUUU ZUI RHMMCA3119 0172210  
P 171000Z JAN 03  
FM THIRD CIVAFFAIRSGRU//SITE SUPPORT//  
TO RHMFIUU/COMMARFORRES//COC/G3/G1/G4/G5/G6/COMT/SJA/PAO//  
INFO RHMFIUU/CMC WASHINGTON DC//PP-O/M-RA/RA/PO/PL/MP/OLA/PA/LF//  
RUEACMC/CMC WASHINGTON DC//PP-O/M-RA/RA/PO/PL/MP/OLA/PA/LF//  
RHMFIUU/COMMARFORCOM//G3/G1/G5/G4/G6/COMPT/SJA/PAO//  
RUCBLFB/COMMARFORCOM//G3/G1/G5/G4/G6/COMPT/SJA/PAO//  
RUHEHMS/COMMARFORPAC//G3/G1/G5/G4/G6/COMPT/SJA/PAO//  
RHMFIUU/CG I MEF//G3/G1/G5/G4/G6/COMPT/SJA/PAO//  
RHMFIUU/THIRD CIVAFFAIRSGRU//JJJ//  
RUCCMFK/THIRD CIVAFFAIRSGRU//JJJ//  
BT  
UNCLAS //N03000//  
MSGID/GENADMIN/SITE SUPPORT//  
SUBJ/ACTIVATION OF DET C, 3D CIVIL AFFAIRS GROUP (CAG) ISO OEF//  
REF/A/RMG/CMC WASHINGTON DC/201425ZDEC02//  
REF/B/RMG/COMMARFORRES/311944ZDEC2002//  
REF/C/RMG/COMMARFORRES/091000ZJAN03//  
REF/D/RMG/THIRD CIVAFFAIRS GROUP/201549ZDEC2002//  
NARR/REF A IS CMC UNIT ACTIVATION ORDER FOR DET C, 3D CAG. REF B  
IS COMMARFORRES MOD1 TO REF A CHANGING THE ACTIVATION DATE.  
REF C IS THE COMMARFORRES UNIT ACTIVATION ORDER FOR DET C, 3D CAG.  
REF D IS THE REQUEST TO ACTIVATE MOBMCC SA8 (DET C, 3D CAG).//  
POC/ TEL: DSN 365-9647  
RMKS/1. EFFECTIVE 0001 7 JAN 03, DET C, 3D CAG MOBMCC SA8  
REPORTS ACTIVATED AS AUTHORIZED IN REF A, DIRECTED IN REF B,  
AND AS MODIFIED IN REF C.  
2. DET C, 3D CAG HAS REPORTED TO THE GFC FOR RECEPTION AND FORCE  
INTEGRATION AND ANY PRE-DEPLOYMENT ACTIVITIES PER REFS A THROUGH D.  
3. ORGANIZATION/PERSONNEL SUMMARY:  
3.A. UIC: 20192 SA8  
3.A.1. RUC: 20192  
3B. PERSONNEL:  
3.B.1. NUMBER OF OFFICERS ACTIVATED: 27  
3.B.2. NUMBER OF ENLISTED ACTIVATED: 30  
3.B.3. NUMBER OF OFFICERS/ENLISTED IN ADVON: 0/0 ULN: N/A  
3.B.4. NUMBER OF OFFICERS/ENLISTED IN MAIN BODY: 22/27 ULN: W5AA  
3.B.5. NUMBER OF OFFICERS/ENLISTED IN REAR BODY: 5/3 ULN: N/A  
3.B.6. NUMBER OF MARINES NOT ACTIVATED: 0/0.  
3.B.7. NUMBER OF FEMALE MARINES IN UNIT: 0/1.  
3.B.8. NUMBER OF MARINES REASSIGNED PRIOR TO ACTIVATION: 0/0.  
3.B.9. NUMBER OF PROGRAM 9 SAILORS: 1/0.  
3.B.10. NUMBER OF ACTIVE DUTY SUPPORT MEMBERS: 0/2.  
3.C. MOS/GRADE SHORTFALL:  
3.C.1. MOS SHORTFALL/NUMBER/GRADE: NONE  
3.D. MEDICAL/DENTAL:  
3.D.1. MEDICAL (NUMBER OF PHYSICALS/SCREENINGS REQUIRED): NONE.  
3.D.2. DENTAL (NUMBER OF DENTAL EXAMS/SCREENINGS REQUIRED): ONE.  
4. MATERIAL CONDITION OF EQUIPMENT BY ULN (9999):  
NOMENCLATURE:???TAMCN?EDL?T/A?SHORTFALL

PRINTER, PORTABLE??A0299?2?0?2  
NAVIGATION SET (PGLR) AN/PSN-11?A1260?12?0?12  
RADIO SET AN/MRC-138 (V)2?A1935?1?0?1  
RADIO SET AN/MRC-145A??A1957?2?0?2  
RADIO SET AN/PRC-148(V)1?A2043?12?0?12  
RADIO SET AN/PRC-104B(V)?A2065?3?0?3  
RADIO SET AN/PRC-119A??A2070?14?0?14  
TOOL KIT, MAINT, ELECT??A7900?1?0?1  
TRANSFER DEVICE AN/CYZ-10(V)3?A8023?5?0?5  
TERMINAL TSEC/KY-99A??A8047?4?0?4  
MCHS, COMPUTER, GP LAPTOP?A9100?16?16?0  
MOD CMD POST SYS (MCPS)??C3412?2?0?2  
TRK, UTIL, CARGO M1123??D1158?12?5?7  
GOGGLES, NIGHT VISION AN/PVS-7B?E1152?18?18?0  
PANEL MARKER VS4/U??K4655?15?0?15  
FIELD DESK???K4961?4?0?4

5. AVIATION. DEPLOYING TYPES AND NUMBERS OF AIRCRAFT BY ULN: N/A.  
6. AMPLIFYING REMARKS: INITIAL DUTY LOCATION - CAMPEN. JOINED BY  
SITE SUPPORT RUC 20123 MCC SA8 EFFECTIVE 7 JAN 03.//

BT

#0001

NNNN

14. COMMARFORRES Change of USMCR Unit Command Relationship

Purpose. To provide an example of COMMARFORRES change of command authority for activated USMCR units message to CDRUSJFCOM.

UNCLAS

FM COMMARFORRES//G3/G5//

TO CG FOURTH MLG//  
CMC WASHINGTON DC//MI//  
COMMARFORCOM//G1/G3/5/G4/G5/COMPT/SJA/PAO//  
CG I MEF//G1/G3/G4/COMPT/G6//  
CG II MEF//G1/G3/G4/COMPT/G6//  
MISSA KANSAS CITY MO//MISSA//

INFO CMC WASHINGTON DC//PO/PL/MP/RA/LFT/ASM/OLA/PA//  
COMUSMARCENT//G3/G4/G5/G1/COMP/POA//  
COMMARFORPAC//G3/G5/G4/G1PAO/COMPT//  
USCINCFJCOM NORFOLK VA//J3/J5//  
CNO WASHINGTON DC//N3/N5/N093/N095//  
COMMARFORRES//G1/G3/G4/G5/G6/PAO/COMPT/HSS//  
CG MCCDC QUANTICO VA//TFS//  
CG FOURTH MARDIV//  
CG FOURTH WING//  
CG MCRSC KANSAS CITY MO//  
AIG 13775//  
UNCLASS //N03000//  
MSGID/GENADMIN/COMMARFORRES//

SUBJ/ACTIVATION AND CHANGE OF COMMAND AUTHORITY OF USMCR UNITS/DETS  
UNDER PARTIAL MOB (EVENT #1041)//

REF/A/MSG/COMMARFORRES/251844ZFEB03//  
REF/B/MSG/CMC/212318ZFEB03//  
NARR/REF A IS COMMARFORRES ACTIVATION MSG FOR (PARTIAL MOB SEQUENCE  
#1041). REF B IS CMC MSG AUTHORIZING MOBILIZATION OF USMCR UNITS  
(PARTIAL MOB SEQUENCE #1041).//  
POC/COMMARFORRES COMMAND CENTER/DSN: 678-8701 COMM: (504)678-  
8701/MARFORRESCDO@MFR.USMC.MIL//

RMKS/1. EFFECTIVE 0001 25 FEB 03, DET D, 4TH CAG WAS ACTIVATED PER  
REF A, AS AUTHORIZED IN REF B. PER REF B, AT 0001 25 FEB 03,  
COMMARFORRES SHIFTS COMMAND AUTHORITY TO AND DIRECTS THE OIC TO  
REPORT TO CDRUSJFCOM. COMMARFORCOM AS THE MARINE COMPONENT TO CDRUSJFCOM,  
ASSUMES COMMAND OF ACTIVATED CDRUSJFCOM ASSIGNED USMCR DET.

2. UPON DEACTIVATION COMMARFORRES ACCEPTS COMMAND AUTHORITY FROM  
COMMARFORCOM OF DET UPON RETURN TO THEIR HOME TRAINING CENTER  
(HTC).

3. FOR CMC (MI). IAW REFS A AND B, THE DET ACTIVATED EFFECTIVE  
0001 25 FEB 03. REQUEST INITIATE REQUISITE MCTFS ACTIONS TO REFLECT  
ACTIVATION PER THE EFFECTIVE TIME/DATE FOR THE FOL:

(READ TWO COLUMNS)

RUC MOBMCC  
20193 SKZ

//

15. COMMARFORCOM Deployment Order to Activated Assigned CDRUSJFCOM USMCR Units

Purpose. To provide an example of COMMARFORCOM (G3/5/7) deployment and movement order issued to gained activated USMCR units:

UNCLAS

BT

U N C L A S //N03000//

MSGID/ORDER/COMMARFORCOM/-/JAN//

REF/A/MSG/CG IIMEF/032224ZJAN03 (S)/-//

REF/B/MSG/COMMARFORCOM/232234ZJAN03/-//

REF/C/MSG/CMC/242119ZJAN03/-/NOTAL//

REF/D/DOC/TITLE 10//

REF/E/DOC/SECDEF/14SEP01//

REF/F/DOC/SECNAV/14SEP01//

REF/G/MSG/CMC/201035ZSEP01//

REF/H/MSG/CMC/141626ZNOV01//

REF/I/DOC/CMC/MPLAN//

REF/J/DOC/SECDEF/20SEP01//

REF/K/DOC/SECDEF/06SEP96//

REF/L/MSG/CMC/031714ZMAY99//

REF/M/DOC/CMC/APR02//

REF/N/DOC/CMC/27AUG97//

REF/O/MSG/CMC/311733OCT02//

REF/P/DOC/SECNAV/05OCT01//

REF/Q/MSG/SECDEF/031411ZAPR02//

REF/R/MSG/CMC/070835ZOCT99//

REF/S/MSG/CMC/111635ZJUN01//

REF/T/MSG/CMC/291635ZOCT01//

REF/U/MSG/COMMARFORCOM/312212ZOCT01//

NARR/REF A IS CG II MEF REQ FOR II MEF GENERATING FORCES FROM USMCR.

REF B IS COMMARFORCOM REQ W/MODIFICATIONS FOR USMCR II MEF

GENERATING FORCES. REF C IS CMC ACTIVATION MSG, PARTIAL MOB

SEQUENCE #1028, FOR II MEF GENERATING FORCES. REF D IS TITLE 10,

SEC 12302, PARTIAL MOBILIZATION AUTHORITY PROVISION. REF E IS

SECDEF MEMO AUTH ORDER OF READY RESERVES TO ACTIVE DUTY. REF F IS

SECNAV DIRECTION TO CNO AND CMC TO ORDER READY RESERVES TO ACTIVE

DUTY. REF G IS TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL

MOBILIZATION. REF H IS MARADMIN 565/01, UPDATE NUMBER ONE TO TOTAL

FORCE MANPOWER GUIDANCE FOR PARTIAL MOBILIZATION. REF I IS USMC

MOBILIZATION MANAGEMENT PLAN. REF J IS USD(P&R) MEMO ON

MOBILIZATION/DEMOBILIZATION PERSONNEL AND PAY POLICY. REF K IS

SECDEF POLICY CLARIFICATION FOR ASSIGNMENT OF FORCES. REF L IS

MARADMIN 202/99 ON CREATING AND SOURCING OF USMCR SUBUNITS AND DETS.

REF M IS MCO P1080.40C, PERSONNEL REPORTING INSTRUCTIONS

MANUAL (PRIM). REF N IS MCO P3000.13C W/CH 1, MARINE CORPS

SORTS SOP. REF O IS CMC CONTINGENCY OPERATIONS COSTS REPORTING REQ

GUIDANCE. REF P IS SECNAV MEMO, RESERVE DELAY IN REPORTING AFTER

INITIAL NOTIFICATION OF MOBILIZATION. REF Q IS SECDEF PUBLIC

AFFAIRS GUIDANCE FOR DEMOBILIZATION OF RESERVES. REF R IS USMC

POLICY FOR DEPLOYING W/INDIV WPNS. REF S IS ALMAR 026/01, MARINE

CORPS DEPLOYMENT TEMPO POLICY GUIDANCE. REF T IS ALMAR 052/01,

MARINE CORPS DEPLOYMENT TEMPO POLICY GUIDANCE AMPLIFICATION.

REF U IS MARFORCOM/FMFLANT/MARCORBASESLANT SPECIFIC DEPLOYMENT

TEMPO GUIDANCE.//

NARR/THIS IS A COORDINATED COMMARFORCOM/COMMARCORBASESLANT  
TRANSFER ORDER.//

POC/ G3/5/DSN 836-0744;

HEADING/TASK ORGANIZATION//

/UNITDES	/UNITLOC	/CMNTS
/CMC	/WASHINGTON DC	
/ COMMARFORRES	/NOLA	
/ II MACE (-)	/CAMLEJ	
/ CG 4TH MAW	/NOLA	
/ MWSG-47	/SELFRIDGE MI	
/ MWSS-471(-)	/MINNEAPOLIS MN	
/ DET A MWSS-471	/JOHNSTOWN PA	
/ DET B MWSS-471	/SELFRIDGE MI	
/ CG 4TH MLG	/NOLA	
/ DET A HQSVCCO 4TH LSB	/CHARLOTTE NC	
/ BTO B DET 4TH LSB	/SAVANNAH GA	
/ DET 5 HQSVCCO 4TH LSB	/SAVANNAH, GA	
/ DET 5 LSPT EQP CO 4TH LSB	/SAVANNAH GA	
/ DET 1 BTO CO B 4TH LSB	/WILMINGTON NC	
/ DET 1 BTO CO A 4TH LSB	/WILMINGTON NC	
/ DET 6, LSPT EQP CO 4TH LSB	/WILMINGTON NC	
/ DET A AMMO CO (-) 4TH SUP BN	/GREENVILLE SC	
/ 2D DSPLT MTMAINT CO 4TH MAINT	/AUGUSTA GA	
/ DET B SUP CO 4TH SUP BN	/ALBANY GA	
/ DET B SUP CO(-)4TH SUP BN	/RALEIGH NC	
/ DET B RATIONS CO 4TH SUP BN	/ANACOSTIA VA	
/CDRUSJFCOM	/NORVA	
/ COMMARFORCOM	/NORVA	
/ CG II MEF	/CAMLEJ	/GFC
/ II MACE (-)	/CAMLEJ	
/ CG 2D MAW	/CPNC	
/ CO MWSG-27	/CPNC	
/ MWSS-471(-)	/MCAS NEW RIVER	
/ DET A MWSS-471	/MCAS NEW RIVER	
/ DET B MWSS-471	/MCAS NEW RIVER	
/ CG 2D MLG	/CAMLEJ	
/ DET A HQSVCCO 4TH LSB	/CAMLEJ	
/ BTO B DET 4TH LSB	/CAMLEJ	
/ DET 5 HQSVCCO 4TH LSB	/CAMLEJ	
/ DET 5 LSPT EQP CO 4TH LSB	/CAMLEJ	
/ DET 1 BTO CO B 4TH LSB	/CAMLEJ	
/ DET 1 BTO CO A 4TH LSB	/CAMLEJ	
/ DET 6, LSPT EQP CO 4TH LSB	/CAMLEJ	
/ DET A AMMO CO (-) 4TH SUP BN	/CAMLEJ	
/ 2D DSPLT MTMAINT CO 4TH MAINT	/CAMLEJ	
/ DET B SUP CO 4TH SUP BN	/CAMLEJ	
/ DET B SUP CO(-)4TH SUP BN	/CAMLEJ	
/ DET B RATIONS CO 4TH SUP BN	/CAMLEJ	
/ COMMARCORBASELANT	/NORVA	
/ CG MCB CAMLEJ	/CAMLEJ	/DS TO GFC FOR R&FI
/ COMCABEAST	/CPNC	/DS TO GFC FOR R&FI

GENTEXT/SITUATION/

1. SITUATION

1.A. GENERAL

1.A.1. BACKGROUND. IRT REFS A AND B, REF C DIR MOB AND ACTIVATION  
OF USMCR FORCES ISO CG II MEF.

1.B. FRIENDLY FORCES

1.B.1. CMC. SUPPORTING SERVICE CHIEF. IAW REFS C-U, DIRECTED MOB

OF USMCR FORCE ISO OP REQR, PER REFS A AND B.

1.B.2. CDRUSJFCOM. EX COCOM UPON ACTIVATION OF ASSIGNED USMCR FORCES.//

GENTEXT/MISSION/

2. MISSION. UPON ACTIVATION OF CDRUSJFCOM-ASSIGNED USMCR FORCES, COMMARFORCOM REQUEST COMMARFORRES MOVE II MEF GENERATING FORCES TO MCB, CAMLEJ AND MCAS, NEW RIVER, IOT ARR IAW SKED CONTAIN REF C, AND TRANSFER THE FORCE, OPCON, AFTER MOVEMENT COMPLETED, TO GFC IOT PROVIDE DEPLM SPT FOR DEPLOYING CG II MEF FORCES; AND UPON MSN COMPLETION, REQUEST DEACTIVATION OF THE FORCE. COMMARCORBASELANT DIRECTS CG MCB CAMLEJ AND COMCABEAST TO SPT CG II MEF FOR R&FI, UPON ARR II MEF GENERATING FORCES AT MCB, CAMLEJ AND MCAS, NEW RIVER, IAW REF C SKED.//

GENTEXT/EXECUTION/

3. EXECUTION

3.A. COMDR'S INTENT. I INTEND TO REINFORCE CG II MEF IOT PROVIDE DEPLM SPT FOR DEPLOYING CG II MEF FORCES BY REQUESTING THE MOVEMENT, AND REQUESTING THE TRANSFER OF II MEF GENERATING FORCES TO CG II MEF FOR DURATION OF DEPLM OP. WHEN DEPLM SPT FUNCTIONS ARE COMPLETE, I INTEND TO REQUEST TRANSFER OF USMCR FORCES TO COMMARFORRES FOR DEACTIVATION AT THEIR HTC.

3.B. CONCEPT OF OPS. UPON ACTIVATION, COMMARFORCOM REQ COMMARFORRES MOVE II MEF GENERATING FORCES IOT ARR GFC IAW SKED, PER REF C, THEN REQ TRANSFER FORCE, OPCON, TO GFC FOR PERIOD TBD. UPON MSN COMPLETION, COMMARFORCOM DIR CG II MEF TO MOVE THE II MEF GENERATING FORCE DETS TO THEIR HTCS AND TRANSFER FORCE TO COMMARFORRES FOR DEACTIVATION.

3.C. TASKS

3.C.1. COMMARFORRES

3.C.1.A. REQUEST MOVE II MEF GENERATING FORCES IOT ARR DESTINATION, PER REF C.

3.C.1.B. REQUEST DIR OICS, II MEF GENERATING FORCE DETS, RPT TO CG II MEF FOR PLANNING.

3.C.1.C. UPON ARR OF THE FORCE AT MCB, CAMLEJ AND MCAS, NEW RIVER, REQ DIR OICS, II MEF GENERATING FORCE DETS, RPT TO CG II MEF, FOR EMPLM, IAW SKED CONTAIN REF C.

3.C.1.D. REQUEST ACCEPT COMMAND OF RETURNING FORCES UPON DEACTIVATION.

3.C.2. CG II MEF

3.C.2.A. IAW REF C

3.C.2.A.1. RPT ARRIVAL/ACCEPTANCE/JOIN OF GAINED FORCE.

3.C.2.A.2. CONDUCT R&FI OF GAINED FORCE.

3.C.2.B. EXERCISE COMMAND OF GAINED FORCE.

3.C.2.C. RPT INTENT TO SOURCE CONTINGENCY/EXERCISE REQR W/II MEF GENERATING FORCE DETS.

3.C.2.D. RPT COMPLETION OF DEPLM SPT FUNCTIONS AND RECOMMEND DATE FOR MOVEMENT TO COMMARFORRES FOR DEACTIVATION.

3.C.3. CG MCB CAMLEJ. DS TO CG II MEF FOR R&FI.

3.C.4. COMCABEAST. DS TO CG II MEF FOR R&FI.

3.D. COORDINATING INSTRUCTIONS

3.D.1. ID UNSOURCED REQR, I.E., PERS, EQUIP, TRNG, FISCAL, ISO THIS TRANSFER.

3.D.2. INITIAL PERIOD OF INVOL ACTIVE DUTY NOT TO EXCEED 12 MONTHS. CG II MEF ID REQR TO EXTEND ACTIVE DUTY PERIOD.//

GENTEXT/ADMIN AND LOG/

4. ADMIN AND LOG

4.A. ADMIN

4.A.1. PUBLIC AFFAIRS GUIDANCE

4.A.2. PUBLIC AFFAIRS (PA) GUIDANCE CONTAIN REF Q.



4.A.2.A. PA POSTURE FOR THIS ACTIVATION IS ACTIVE. COORD PA ACTY WITH ALCON AS APROP.

4.A.2.B. MARFORCOM PAO, DSN 836-1582,  
COML 757-836-1582. MARFORRES PAO, DSN 678-0700,  
COML 504-678-0700. II MEF PAO, DSN 751-7425,  
COML 910-451-7425.

4.A.3. LEGAL

4.A.3.A. CG II MEF COORDINATE LAW OF WAR AND CODE OF CONDUCT TRAINING, AS REQ.

4.A.3.B. COMMARFORCOM SJA: DSN 836-1662, COMM 757-836-1662mailto:.  
COMMARFORCOM DSJA: DSN 836-1502, COMM 757-836-1502. II MEF DSJA: DSN 751-8393,  
COMM 910-451-8393.

4.A.4. PERSONNEL ADMIN. REQ COMMARFORRES ENSURE

4.A.4.A. TRANSFERRING PERS POSSESS ACTIVE DUTY ID CARDS.

4.A.4.B. MCTFS UPDATED WITH, AND TRANSFERRING PERS SRB/OQR CONTAIN, CURRENT RECORD OF EMERGENCY DATA, BIR/BTR, SGLI, AND VALIDATED DEERS DATA.

4.A.4.C. TRANSFERRING UNIT COMPLETE ALL PERS ADMIN/LEGAL SCREENING/PROCESSING TASKS, E.G., STORAGE OF HOUSEHOLD GOODS AND POVS, PRIOR TO TRANSFER.

4.A.4.D. TRANSFERRING UNIT RPT TO GFC W/UPDATED SERVICE AND MEDICAL/DENTAL RECORDS.

4.A.5. POVS. AT DISCRETION OF CG II MEF AND OICS, II MEF GENERATING FORCE DETS, USMCR PERS TRANSFERRING UNDER THIS ORDER ARE AUTH POVS WHILE ABOARD COMMARCORBASESLANT INSTALLATIONS. HOWEVER, THIS DOES NOT CONSTITUTE AUTH FOR REIMB TRAVEL BY POV TO MCB CAMLEJ OR IN/ABOUT MILEAGE. GFC COORD W/CG, MCB CAMLEJ TO ENSURE COMPLIANCE WITH APPLICABLE BASE POV/TRAFFIC REGS.

4.A.6. TRACK AND REPORT PERSTEMPO INFORMATION ON PARTICIPATING MEMBERS. REFER REFS S-U.

4.B. LOG

4.B.1. MOVEMENT CONTROL. REQ COMMARFORRES COORD W/CG II MEF AND CG MCB CAMLEJ FOR MOVEMENT CONTROL AND REPORTING IAW REFS C AND I.

4.B.2. BILLETING/MESSING/GARRISON SPT. CG II MEF COORD W/CG MCB CAMLEJ FOR BILLETING, MESSING AND GARRISON SPT, INCL STORAGE AND SCTY FOR T/O WPNS. GOVT BILLETING AND MESSING ARE DIR, IF AVAL.

4.B.3. UNIT AND INDIV EQUIP. REQ COMMARFORRES DIR COMDRS/OICS OF TRANSFERRING FORCES TO:

4.B.3.A. DETERMINE, AND SUBMIT FOR GFC APPROVAL, EQUIP AUTH ALW (A/A) REQ FOR FORCE MOVEMENT TO GFC.

4.B.3.B. UNIT WILL DEPLOY WITH ON HAND T/A EQUIPMENT ONLY. REPORT ANY REMAINING T/A DEFICIENCIES TO DC I&L VIA MARFORCOM FOR SOURCING.

4.B.3.C. PROVIDE O/H EQUIP DENSITY TO GFC IN MDSS II AS DIR BY GFC.

4.B.3.D. COORD W/GFC FOR SHIPMENT/RECEIPT OF CENTRALLY STORED NBC AND AMAL MATERIEL.

4.B.3.E. MOVE TO GFC W/INDIV WPNS IAW REF R.

4.B.4. FUNDING. COMMARFORRES FUNDS UNIT TRANSPORTATION COSTS, DEPLOYMENT COSTS, AND SERVICE MEMBER ENTITLEMENTS FOR MEMBERS OF ACTIVATED USMCR UNIT USING THE 1106 APPROPRIATION PROVIDED BY COMMARFORCOM VIA SUBOPBUD. CG II MEF FUNDS OPERATIONAL COSTS FOR ACTIVATED USMCR FORCE. REF O PROVIDES DETAILED FISCAL/ACCOUNTING GUIDANCE.

4.B.4.A. REQ COMMARFORRES CAPTURE, RECORD, AND REPORT ACTIVATION/DEACTIVATION COSTS TO COMMARFORCOM VIA MONTHLY CONTINGENCY OPERATIONS COST REPORT.

4.B.4.B. CG II MEF CAPTURE, RECORD AND REPORT ALL INCREMENTAL COSTS

TO COMMARFORCOM VIA MONTHLY CONTINGENCY OPERATIONS COST REPORT.

4.B.5. AMMUNITION. REQ COMMARFORRES COORD W/CG II MEF TO TRANSFER REMAINING AMMUNITION ALLOWANCES FOR TRANSFERRING FORCES. GFC TO SOURCE REMAINING REQ, IF APPLICABLE.

4.B.6. MATERIEL MGT. REQ COMMARFORRES COORD W/CG II MEF TO:

4.B.6.A. CHANGE TRANSFERRING UNIT TAC 1 AND TAC 2 ADDRESSES.

4.B.6.B. ARRANGE SUPPLY/MAINT SYSTEM SPT AND TRANSFER OF GAINED UNIT EQPT AND OUTSTANDING EROS/REQNS.

4.B.6.C. UPGRADE REQ AND ERO PRIORITIES USING FORCE ACTIVITY DESIGNATOR III.

4.B.6.D. ARRANGE SHIPMENT OF ANY EQUIP CURRENTLY EVAC TO HIGHER ECH OF MAINT ONCE REPAIRS ARE COMPLETE.

4.B.6.E. CONDUCT TRANSFERS AND REPORTING, E.G., CRANE REPORTS, OF WEAPONS AND EKMS (COMSEC) EQUIP PER APPLICABLE DIRECTIVES.

4.B.7. MEDICAL. REQ COMMARFORRES COORD W/CG II MEF TO ENSURE TRANSFERRING PERS HAVE THE FOLLOWING:

4.B.7.A. UP-TO-DATE IMMUNIZATIONS TO INCLUDE: HEPATITIS A, HEPATITIS B, INFLUENZA, MMR, POLIO, TD, TYPHOID, AND YELLOW FEVER.

4.B.7.B. CURRENT AUDIOGRAM, PPD, G6PD, HIV, AND SICKLE CELL TRAIT TEST RESULTS ON FILE IN MEDICAL RECORD.

4.B.7.C. DNA SPECIMEN OBTAINED, WITH RESULTS ON FILE AT AFIP, AS REQ, FOR TRANSFERRING PERS.

4.B.7.D. CURRENT PHYSICAL OR ANNUAL CERTIFICATION (NAVMED 6320/15), OR DOC OF EXCEPTION FOR LIMDU MBRS, ON FILE.

4.B.7.E. PRESCRIPTION EYEGLASSES (2PR), MED WARNING TAG AND GAS MASK INSERTS (1PR), AS REQ, FOR TRANSFERRING PERS.//  
GENTEXT/COMMAND AND SIGNAL/

5. COMMAND AND SIGNAL

5.A. COMMAND

5.A.1. CMC IS SUPPORTING SERVICE CHIEF. CDRUSJFCOM IS SUPPORTED COMBATANT COMDR. COMMARFORCOM IS SUPPORTED SERVICE COMPONENT COMDR. CG II MEF IS GFC. CG MCB CAMLEJ AND COMCABEAST ARE SUPPORTING BASE COMMANDERS.

5.A.2. CDRUSJFCOM EX COCOM OF ACTIVATED FORCES. UPON ACTIVATION, COMMARFORRES EX COMMAND OF FORCE UNTIL TRANSFER TO GFC. AFTER TRANSFER, CG II MEF EX COMMAND OF FORCE.

5.B. SIGNAL

5.B.1. COMMARFORCOM. 24-HOUR COMMAND CENTER DSN 836-1644, COML 757-836-1644.

E-MAIL: SMBMARFORCOMCOC@MARFORCOM.USMC.MIL.

SIPRNET: SMBMARFORCOMCOC@MARFORCOM.USMC.SMIL.MIL.

5.B.2. CG II MEF COMMAND CENTER. DSN 751-9788, COML 910-451-9788

E-MAIL: SMBIIMSUPPORTING ILOC COMMANDERGCOC@IIMEF.USMC.MIL

SIPRNET: COC@IIMEF.USMC.SMIL.MIL

5.B.3. COMMARFORRES COMMAND CENTER. DSN 678-8701/COMM 504-678-8701.

E-MAIL: MFRSENIORWATCHOFFICER@MFR.USMC.MIL

SIPRNET: MFRSENIORWATCHOFFICER@MFR.USMC.SMIL.MIL//

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16. CMC Deactivation Manpower Guidance

1. Purpose. To provide an example of the CMC's manpower guidance during the redeployment and deactivation of activated USMCR units and individuals:

2. Sample: CMC'S MANPOWER GUIDANCE DURING REDEPLOYMENT & DEACTIVATION OF ACTIVATED USMCR UNITS.

R XXXXXXXX XXX XX  
FM CMC WASHINGTON DC(uc)  
TO AL MARADMIN(uc)  
MARADMIN  
BT  
UNCLASSIFIED  
MARADMIN XXX/XX  
MSGID/GENADMIN/CMC WASHINGTON DC/MPP//  
SUBJ/TOTAL FORCE MANPOWER GUIDANCE FOR DEACTIVATION//  
REF/A/MSG/CMC/240759ZMAY2002//  
REF/B/MSG/CMC/171607ZJUL2002//  
REF/C//DOC/CMC/30MAY2001//  
REF/D/DOC/JSCMJ/MCM/2002/  
REF/E/DOC/USC/02JAN2001//  
REF/F/DOC/NAVMED P-117/1996//  
REF/G//MSG/CMC/01170ZMAY2003//  
REF/H/DOC/SECDEF/22APR2003//  
REF/I/DOC/TMA/-/DOC/NAVMED//  
REF/J/DOC/NAVMED/14MAY1987//  
REF/K/MSG/CMC/150156ZJAN02//  
REF/L/DOC/CMC/04FEB2000//  
REF/M/MSG/CMC/200123ZMAR2003//  
REF/N/DOC/CMC/07JUN2001//  
REF/O/DOC/CMC/03DEC1998//  
REF/P/DOC/CMC/14JUL2000//  
REF/Q/MSG/CMC/130156ZFEB2003//  
REF/R/DOC/CMC/07APR1994//  
REF/S/MSG/CMC/061049ZMAY2003//  
REF/T/MSG/CMC/121500ZMAY2003//  
REF/U/MSG/CMC/121500ZMAY2003//  
POC /DC M&RA (MPP-60)/-/TEL:COM 703-784-9358/TEL:DSN 278-9358//  
POC /CMC (RAP)/-/TEL:COM 703-784-9139/TEL:DSN 278-9139//  
POC /CMC (MIF)/-/TEL:COM 703-784-9043/TEL:DSN 278-9043//  
POC /CMC (MPO)/-/TEL:COM 703-784-9387/TEL:DSN 278-9387//  
POC /CMC (MMSB)/-/TEL:COM 703-784-3991/TEL:DSN 278-3991//  
POC /CMC (PLN)/-/TEL:COM 703-692-4370/TEL:DSN 222-4370//  
POC /CMC (LPC-3)/-/TEL:COM 703-695-8946/TEL:DSN 225-8946//  
POC /CMC (RFL)/-/TEL:COM 703-614-4981/TEL:DSN 224-4981//  
POC /CMC (RFL)/-/TEL:COM 703-614-2224/TEL:DSN 224-2224//  
POC /CMC (MMSR)/-/TEL:COM 703-784-9306/TEL:DSN 278-9306//  
POC /CMC (MMSR)/-/TEL:COM 703-784-9317/TEL:DSN 278-9317//  
POC /CMC (RAM)/-/TEL:COM 703-784-0300/TEL:DSN 278-0300//  
POC /SMO-BUPERS/-/TEL:COM 202-762-3497/TEL:DSN 762-3497//  
POC /CMC (MRH)/-/TEL:COM 703-784-9522/TEL:DSN 278-9522//  
NARR/REF A IS MARADMIN 286/02, FIRST UPDATE TO TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL DEMOBILIZATION. REF B IS MARADMIN 385/02, SECOND UPDATE TO TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL DEMOBILIZATION. REF C IS MCO P1900.16F, MARINE CORPS SEPARATION AND RETIREMENT MANUAL (MARCORSEPMAN). REF D IS THE MANUAL FOR COURT MARTIAL, RULES OF COURTS MARTIAL 202. REF E IS TITLE 10, UNITED

STATES CODE. REF F IS THE MEDICAL MANUAL OF THE NAVY (NAV MED P-117). REF G IS CMC (HS) MSG MEDICAL GUIDANCE FOR POST-DEPLOYMENT HEALTH ASSESSMENT. REF H IS SECDEF MEMORANDUM, ENHANCED POST-DEPLOYMENT HEALTH ASSESSMENT. REF I IS TRICARE/CHAMPUS POLICY MANUAL 6010.47M. REF J IS NAVMEDCOMINST, 6320.3B, MEDICAL AND DENTAL CARE FOR ELIGIBLE PERSONS AT NAVY MEDICAL DEPARTMENT FACILITIES. REF K IS MARADMIN 032/02, INDIVIDUAL EQUIPMENT ISSUE GUIDANCE FOR PARTIAL MOBILIZATION IN SUPPORT OF OPERATION ENDURING FREEDOM. REF L IS MCO P1050.3H, REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE. REF M IS MARADMIN 123/03 POLICY FOR MANAGING RESERVES BEYOND SIXTEEN YEARS OF ACTIVE SERVICE AS A RESULT OF INVOLUNTARY ACTIVATION. REF N IS MCO P1080.40C, MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING INSTRUCTIONS MANUAL (MCTFSPRIM). REF O IS MCO P1610.7E, PERFORMANCE EVALUATION SYSTEM. REF P IS MCO P1070.12, MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL (IRAM). REF Q IS MARADMIN 058/03, AMPLIFIED UNIFORM CLOTHING AND INDIVIDUAL EQUIPMENT ISSUE GUIDANCE FOR MOBILIZATION IN SUPPORT OF OPERATIONS INVOLVED WITH THE GLOBAL WAR ON TERRORISM. REF R IS MCO P10120.28F, INDIVIDUAL CLOTHING REGULATIONS (ICR). REF S IS MARADMIN 214/03, FY03 MARINE CORPS ONLINE EXIT SURVEY. REF T IS MARADMIN 228/03, TERMINATION OF STOP LOSS AND STOP MOVE.//RMKS/1. THIS MARADMIN CANCELS REFS A AND B AND PROVIDES AMPLIFYING GUIDANCE ON THE POLICIES AND PROCEDURES FOR DEACTIVATION. THIS MESSAGE HAS BEEN COORDINATED WITH CMC (PP&O/I&L/P&R/RA) AND THE MARFORS.

2. INTENT. THE INTENT OF THIS MARADMIN IS THREE-FOLD:

- A. TO ENABLE COMMANDERS TO CONTINUE TO MEET THEIR OPERATIONAL REQUIREMENTS WHILE ALLOWING THE MARINE CORPS TO DEACTIVATE THE LARGEST POSSIBLE NUMBER OF RESERVE COMPONENT (RC) MARINES.
- B. TO RECOGNIZE THE FACT THAT DURING THE DEACTIVATION PROCESS THERE MAY ALSO BE A NUMBER OF RESERVE MEMBERS WHO MAY NOT HAVE THE OPTION OF IMMEDIATE RETURN TO CIVILIAN EMPLOYMENT OR COLLEGE BECAUSE OF PERSONAL DECISIONS MADE UNDER THE ANTICIPATED TIMELINE OF THEIR ORIGINAL MOBILIZATION ORDERS. IN THESE CASES, COMMANDERS ARE AUTHORIZED TO KEEP RC MARINES ON ACTIVE DUTY FOR AN EXTENDED PERIOD OF TIME, EVEN UP TO THE DURATION OF THEIR ACTIVATION PERIOD, TO ASSIST THEM IN EFFECTIVE DEMOBILIZATION AND RETURN TO THE COMMUNITY.
- C. TO PROVIDE FLEXIBLE, RESPONSIVE, AND DETAILED DEACTIVATION POLICIES AND PROCEDURES, ENABLING COMMANDERS TO MEET OPERATIONAL REQUIREMENTS AND TAKE CARE OF RC MARINES WHO SUPPORTED THE CORPS SO WELL DURING OPERATION IRAQI FREEDOM.

3. APPLICATION. THIS MARADMIN APPLIES TO ACTIVATED RESERVE MEMBERS, (IRR, USMCR UNIT MEMBERS, IMA, RECALLED RETIRED MEMBERS OF THE REGULAR MARINE CORPS OR THE FMCR), AUGMENTEES RELEASED FROM ACTIVE DUTY, EITHER AS A UNIT, DETACHMENT, OR INDIVIDUAL AUGMENTS (IA).

4. INFORMATION

- A. DC PP&O, IN COORDINATION WITH COMMARFORCOM AND COMMARFORRES WILL DIRECT THE DEACTIVATION OF ALL USMCR UNITS AND DETS. DC M&RA IN COORDINATION WITH COMMARFORRES (CG MCRSC) WILL DIRECT THE DEACTIVATION OF ALL IA'S THROUGH THE GFC OR THE MSB/MPC.
- B. THE GAINING FORCE COMMAND (GFC) IS RESPONSIBLE TO ENSURE MEMBERS REPORT TO MOBILIZATION SUPPORT BATTALION (MSB), MOBILIZATION PROCESSING CENTER (MPC), OR HOME TRAINING CENTER (HTC) WITH SUFFICIENT TIME TO: OUTPROCESS (15 DAYS); TAKE ACCRUED LEAVE; AND TRAVEL TO THEIR PLACE OF ENTRY TO ACTIVE DUTY (PLEAD).
- C. DEFINITIONS

(1) DEACTIVATION DATE IS DEFINED AS THE LAST DAY A MEMBER IS ENTITLED TO RECEIVE PAY AND ALLOWANCES.

(2) DEACTIVATION IS DEFINED AS THE PROCESS A MEMBER MUST FOLLOW IOT BE RELEASED FROM ACTIVE DUTY FROM THE GFC TO THEIR PLEAD.

(3) INDIVIDUAL AUGMENTS (IA) INCLUDE IRR, RETIRED RECALL, AND IMA MEMBERS.

(4) PRETRAINED INDIVIDUAL MANPOWER (PIM) CONSISTS OF IRR MEMBERS AND RETIRED RECALL MEMBERS.

(5) FOR HQMC TRACKING PURPOSES, A MARINE IS CONSIDERED DEACTIVATED ON THEIR FINAL DAY OF ACTIVE DUTY.

D. THIS MARADMIN AUTHORIZES THE GFC (FOR IMA) AND MSB/MPC (FOR PIM'S) TO RELEASE MEMBERS FROM ACTIVE DUTY PRIOR TO THE END DATE OF THEIR ORDERS WITHOUT FURTHER ORDERS MODIFICATIONS. ENSURE THAT ACCRUED ANNUAL LEAVE SCHEDULED TO BE TAKEN, OUTPROCESSING AND TRAVEL TIME, ARE INCLUDED WHEN DETERMINING THE DEACTIVATION DATE TO ENSURE THIS DATE IS PRIOR TO THE ORDERS END DATE. THE GFC/MSB/MPC DETACHING ENDORSEMENTS FOR EARLY DEACTIVATION WILL REFERENCE THIS MARADMIN AND FOLLOW THE FORMAT IN PARA 5C(8).

E. THE GFC/MSB/MPC WILL PROVIDE DC M&RA (MPP-60) AND MCRSC WITH A SITUATION REPORT (EXCEL SPREADSHEET) ON THE 2ND AND 4TH FRIDAY OF EACH MONTH BEGINNING ON 13 JUNE 2003 AND IN THE FOLLOWING FORMAT:

- (1) GFC
- (2) MCC
- (3) RUC
- (4) T/O
- (5) LINE #
- (6) BILLET DESCRIPTION
- (7) BILMOS
- (8) MOS
- (9) RESERVE COMPONENT (IMA, IRR, USMCR, RETIRED RECALL)
- (10) CURRENT ORDERS TYPE (PRC, ADOS-CO, MOBILIZATION)
- (11) SSN
- (12) GRADE
- (13) LNAME
- (14) FNAME
- (15) MI
- (16) CURRENT ORDERS START DATE (YYYYMMDD)
- (17) EAS
- (18) MPC MCC
- (19) ESTIMATED ARRIVAL DATE AT MPC (YYYYMMDD)
- (20) ESTIMATED DEACTIVATION DATE (YYYYMMDD)
- (21) REQUEST TO EXTEND TO DATE (YYYYMMDD)
- (22) TOTAL MONTHS ON MOBILIZATION ORDERS (EXCLUDING PRC AND ADOS-CO ORDERS)
- (23) IS THIS REQUEST FOR EXTENSION BEYOND 24 MONTHS (YES OR NO)
- (24) VOLUNTEER BEYOND 15 SEP 03 (YES OR NO)
- (25) IS MARINE FILLING A CAP BILLET (YES OR NO)
- (26) MEDICAL, LEGAL OR SANCTUARY (DOESN'T COUNT AGAINST CAP)
- (27) CHANGE FROM LAST SITREP

MPC'S WILL UPDATE THE MARINE CORPS MOBILIZATION PROCESSING SYSTEM (MCMPS) WITH EFFECTIVE EAS'S ON ALL PERSONNEL PROCESSING THROUGH THEIR RESPECTIVE CENTERS.

F. MEDICAL/LEGAL/TRICARE

(1) ACTIVATED MEMBERS WHOSE STATUS HAS CHANGED DUE TO MEDICAL, LEGAL, OR OTHER SITUATIONS THAT RENDER THE MARINE UNFIT TO PERFORM THE DUTY FOR WHICH THE MEMBER WAS ACTIVATED, WILL BE PROCESSED IAW REF C. MARINES WILL MAINTAIN A COMPONENT CODE OF KM AND WILL NOT BE RUN AS COFG M OR L UNTIL THEY REACH THEIR PARTIAL MOBILIZATION ORDERS END DATE. THE APPROPRIATE COFG ENTRY WILL BE RUN BY THE OWNING CMD.

(A) CONSISTENT WITH APPLICABLE LAWS AND REGULATIONS, ACTIVATED

MEMBERS PENDING DISCIPLINARY ACTIONS UNDER THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ), MAY HAVE THEIR ORDERS EXTENDED OR OTHERWISE BE RETAINED ON ACTIVE DUTY WITHOUT THE MEMBER'S CONSENT, IAW REF D AND SEC 802(D) OF REF E, PENDING RESOLUTION OF THE ALLEGATIONS. REQUESTS TO DEACTIVATE A MEMBER IOT CIRCUMVENT THE LEGAL PROCESS IS PROHIBITED.

(B) MEMBERS WITH MEDICAL OR LEGAL CONDITIONS THAT DEVELOPED PRIOR TO DETACHING FROM THE GFC WILL REMAIN WITH THE GFC UNTIL IT IS RESOLVED. MEMBERS WITH MEDICAL OR LEGAL CONDITIONS THAT DEVELOP AFTER REJOINING THE MSB/MPC/HTC WILL REMAIN WITH THE MSB/MPC/HTC. THE MSB/MPC/HTC RETAINS THE AUTHORITY TO SEND THESE MEMBERS TAD TO A LOCAL GFC IAW WITH ANY LIGHT DUTY LIMITATIONS RECOMMENDED BY COMPETENT MEDICAL AUTHORITY.

(2) PHYSICAL EXAMINATIONS ARE ONLY REQUIRED IF THE MEMBER DOES NOT HAVE A CURRENT PHYSICAL IAW REF F, IF THE MEMBER REQUESTS A PHYSICAL, OR AS DETERMINED BY A HEALTH CARE PROVIDER.

(3) EACH ACTIVATED MEMBER DEPLOYED OCONUS WILL COMPLETE THE POST DEPLOYMENT HEALTH SURVEY AND ASSESSMENT (PDHA), DD FORM 2796, IN THEATER OR AT THE PROCESSING SITE. A MEDICAL PRACTITIONER, (INDEPENDENT DUTY CORPSMAN, NURSE PRACTITIONER, PHYSICIAN ASSISTANT OR PHYSICIAN) WILL REVIEW THESE FORMS IAW REFS G AND H.

(4) THIS POLICY DOES NOT CHANGE MEDICAL EVALUATION REQUIREMENTS FOR ACTIVATED MEMBERS BEING RELEASED FROM ACTIVE DUTY. BOTH THE DD FORMS 2796 (POST-DEPLOYMENT HEALTH ASSESSMENT) AND 2697 (REPORT OF MEDICAL ASSESSMENT) MUST BE COMPLETED AND FILED IN THE MEMBER'S MEDICAL RECORD.

(5) ELECTRONIC COPY OF THE DD 2796 WILL BE FORWARDED TO THE ARMY MEDICAL SURVEILLANCE ACTIVITY (AMSA); AMSA, BUILDING T-20, ROOM 213; ATTN: DEPLOYMENT FORMS; 6900 GEORGIA AVENUE, NW; WASHINGTON, DC 20907-5001; COMM: (202) 782-0471, DSN: 662-0471. AMSA WEB SITE IS: WWW.AMSA.ARMY.MIL.

(6) THE NEW DD FORM 2796 IS AVAILABLE AT:  
WWW.DIOR.WHS.MIL/ICDHOM/FORMINFO/FORMINFOPAGE2347.HTM.

(7) MARINES WHO HAVE A MEDICAL CONDITION THAT DEVELOPS PRIOR TO DETACHING FROM THE SUPPORTING ILOC COMMANDER WILL REMAIN WITH THE SUPPORTING ILOC COMMANDER UNTIL THE ISSUE IS RESOLVED. EXCEPT IN THOSE CASES WHERE THE MARINE MAY RECEIVE TREATMENT AT A FACILITY CLOSE TO THEIR HOME TRAINING CENTER (HTC) THAT MEETS OR EXCEEDS THE TREATMENT AVAILABLE/PROVIDED AT THE SUPPORTING ILOC COMMANDER; IT MAY BE IN THE BEST INTEREST OF BOTH THE MARINE CORPS AND THE MARINE FOR THE MARINE TO RETURN TO THE HTC. IN ORDER TO DETACH THE MARINE FROM THE SUPPORTING ILOC COMMANDER, THE MEDICAL TREATMENT FACILITY (MTF) HAVING COGNIZANCE OVER THE MARINE'S TREATMENT IS REQUIRED TO CONCUR WITH THE RECOMMENDATION OF SENDING THE MARINE TO THE HTC. THE SUPPORTING ILOC COMMANDER MUST COORDINATE WITH CMC WOUNDED WARRIOR REGIMENT (WWR) AND THE HTC. ONLY UNDER THE APPROVAL OF CMC (WWR) MAY THE MARINE BE RETURNED TO THE HTC PRIOR TO BEING FOUND MEDICALLY FIT. UPON RETURNING TO THE HTC, THE MARINE MUST BE ACCOUNTED FOR AND EMPLOYED (WITHIN THE LIMITATIONS OF THE MEDICAL CONDITION) BY THE USMCR UNIT INSPECTOR-INSTRUCTOR STAFF. IN ORDER TO DETACH MARINES FROM THE SUPPORTING ILOC COMMANDER WITH NON-MEDICAL CONDITIONS, THE COMPETENT AUTHORITY OVER THE CONDITION (I.E., LEGAL OR ADMINISTRATIVE) IS REQUIRED TO CONCUR WITH THE SUPPORTING ILOC COMMANDER THAT SENDING THE MARINE TO THE HTC IS IN THE BEST INTEREST OF THE MARINE, THE MARINE'S FAMILY AND THE MARINE CORPS.

(8) PER PAR 8505 OF REF C, DO NOT DISCHARGE OR RELEASE UPON EAS, ANY ACTIVATED MEMBERS IF MEDICAL TREATMENT OR DISABILITY PROCEEDINGS HAVE NOT YET BEEN COMPLETED, UNLESS THE MEMBER SPECIFICALLY REQUESTS TO BE RELEASED FROM ACTIVE DUTY. IF THE MEMBER REQUESTS RELEASE FROM ACTIVE DUTY, COUNSEL THE MEMBER, INCLUDING A PAGE 11 ENTRY IAW REF C,

AND ENSURE THE MEDICAL PROBLEM IS FULLY DOCUMENTED. IN ALL CASES WHERE A MEDICAL PROBLEM IS DOCUMENTED, A LINE OF DUTY DETERMINATION SHALL BE MADE. THE MARINE MAY APPLY FOR NOTICE OF ELIGIBILITY (NOE) BENEFITS THROUGH THEIR LOCAL RESERVE UNIT OR MCRSC ONCE DEACTIVATED.

(9) RESERVE MEMBERS NO LONGER ON ACTIVE DUTY WHO HAVE DEPLOYMENT RELATED HEALTH CONCERNS SHOULD INITIATE CONTACT WITH THEIR RESERVE UNIT OR A DEPARTMENT OF VETERANS AFFAIRS (VA) REGIONAL OFFICE TO INITIATE A DISABILITY CLAIM TIED TO ACTIVE SERVICE. MEDICAL FACILITY. IAW REF I, COMBAT VETERANS ARE ELIGIBLE FOR CARE TWO YEARS POST DISCHARGE IN THE VA HEALTH SYSTEM FOR ANY ILLNESS, EVEN IF THERE IS INSUFFICIENT MEDICAL EVIDENCE TO CONCLUDE THAT THEIR ILLNESS IS ATTRIBUTABLE TO THEIR MILITARY SERVICE.

(10) RESERVE MEMBERS ORDERED TO ACTIVE DUTY FOR MORE THAN 30 DAYS, ARE ENTITLED TO TRANSITIONAL HEALTH CARE BENEFITS UPON DEACTIVATION, IAW CHAP 11 SEC 10.1 OF REF I. DEACTIVATED RESERVISTS WITH LESS THAN 6 CUMULATIVE YEARS OF ACTIVE DUTY ARE ELIGIBLE FOR 60 DAYS OF TRICARE STANDARD/PRIME HEALTHCARE COVERAGE; THOSE WITH 6 OR MORE CUMULATIVE YEARS ARE ELIGIBLE FOR 120 DAYS OF TRICARE STANDARD/PRIME HEALTHCARE COVERAGE. FAMILY MEMBERS ARE ELIGIBLE FOR THIS BENEFIT. MEMBERS MUST RE-ENROLL TO RECEIVE THE TRICARE PRIME BENEFIT. CUMULATIVE ACTIVE DUTY TIME IS DETERMINED BY DIVIDING A MEMBER'S TOTAL ACTIVE DUTY POINTS BY 365.

(11) UPON DEACTIVATION, MEMBERS MUST RE-ENROLL IN THE TRICARE DENTAL PROGRAM IOT RECEIVE FURTHER DENTAL SERVICES.

(12) MATERNITY BENEFITS FOR DEACTIVATED MEMBERS ARE AVAILABLE USING THE EX-SERVICE MATERNITY CARE BENEFIT IAW REF J OR THROUGH THE VA HEALTH SYSTEM. A DIRECTORY OF THE WOMEN VETERANS COORDINATORS, ELIGIBILITY REQUIREMENTS, AND OTHER BENEFITS CAN BE LOCATED ON THE VA WEB SITE, WWW.VA.GOV/WOMENVET.

#### G. INDIVIDUAL EQUIPMENT

(1) ALL 782 GEAR, NBC PPE, TAM TYPE 3 EQUIPMENT AND T/O WEAPONS THAT WERE ISSUED TO THE MEMBER MUST BE RETURNED TO THE ISSUING FACILITY PRIOR TO DEACTIVATION. GFC MUST COORDINATE WITH COMMARFORRES, COMMARCORBASESLANT, COMMARCORBASESPAC, CG MCB QUANTICO, AND LOCAL SUPPORT ACTIVITIES (I.E., CIF, CTEP, ETC) TO ESTABLISH DETAILED TURN-IN PROCEDURES.

(2) THE GFC/MSB/MPC MUST INCLUDE IN THE REMARKS OF THE DETACHING ENDORSEMENT ON THE MEMBER'S ORDERS, THE FOLLOWING:

(A) A LIST OF INDIVIDUAL EQUIPMENT COLLECTED BY THE GFC. IF THE LIST IS LENGTHY, IT MAY BE ATTACHED.

(B) IF NO GEAR HAS BEEN COLLECTED, THE REMARKS MUST STATE: "NO GEAR HAS BEEN COLLECTED."

(C) IDENTIFY ANY KNOWN LOST, MISSING OR DAMAGED INDIVIDUAL EQUIPMENT, TO INCLUDE THE SERIAL NUMBER FOR ANY SERIALIZED EQUIPMENT. COMPLETE AND SIGN A MISSING GEAR STATEMENT, PER UM 4400-124, IDENTIFYING ANY LOST, MISSING OR DAMAGED ITEMS.

(3) THE GFC IS RESPONSIBLE FOR ANY LOST, MISSING OR DAMAGED EQUIPMENT NOT IDENTIFIED ON THE DETACHING ENDORSEMENT OR SUPPORTED BY A MISSING GEAR STATEMENT IAW REF K.

#### H. LEAVE

(1) TO PROMOTE POSITIVE MORALE AND INCREASED LEVELS OF PERFORMANCE, COMMANDS SHALL ENCOURAGE AND ASSIST ALL MEMBERS TO USE THEIR ACCRUED LEAVE PRIOR TO BEING RELEASED FROM ACTIVE DUTY. MEMBERS WITH ACCRUED LEAVE SHALL, WITHIN STATUTORY LIMITATIONS, BE GIVEN THE OPTION OF:

(1) TAKING ANNUAL OR TERMINAL LEAVE, (2) SELLING BACK LEAVE OR (3) A COMBINATION THEREOF IAW REF L.

(2) MEMBERS WHO WANT TO TAKE LEAVE PRIOR TO BEING RELEASED FROM ACTIVE DUTY, BUT WHOSE OPERATIONAL SITUATION PREVENTS THEM FROM

DOING SO, MAY REQUEST TO BE VOLUNTARILY EXTENDED ON ACTIVE DUTY TO USE ACCRUED LEAVE PROVIDING THE EXTENSION DOES NOT CAUSE THEM TO EXCEED 24 CUMULATIVE MONTHS ON ACTIVATION ORDERS. ALL EXTENSION REQUESTS MUST BE SUBMITTED VIA THE CHAIN OF COMMAND TO DC M&RA (MPP-60). BE ADVISED THAT SUCH REQUESTS ARE NOT ENCOURAGED AND WILL BE HIGHLY SCRUTINIZED BY THIS HEADQUARTERS.

(3) MEMBERS THAT HAVE BEEN ACTIVATED IN SUPPORT OF A CONTINGENCY, WHO HAVE ALREADY SOLD BACK THEIR CAREER LIMIT OF 60 DAYS, ARE AUTHORIZED TO SELL BACK ANNUAL LEAVE ACCRUED DURING THIS CONTINGENCY. LUMP SUM LEAVE (LSL) PAID IS NOT INCLUDED IN A CUMULATIVE TOTAL CAREER LSL.

I. USE OF THE TRANSITIONAL ASSISTANCE PROGRAM WILL BE ENCOURAGED AND BE MADE AVAILABLE TO ALL ACTIVATED MEMBERS WHO DESIRE IT. HOWEVER, IT IS NOT A REQUIREMENT FOR DEACTIVATION.

J. SANCTUARY. RESERVISTS ON ACTIVE DUTY WITHIN TWO YEARS OF RETIREMENT ELIGIBILITY (THE EIGHTEEN-YEAR ACTIVE SERVICE MARK) WILL NOT BE INVOLUNTARILY RELEASED BEFORE BECOMING ELIGIBLE FOR RETIREMENT PAY UNLESS APPROVED BY THE SERVICE SECRETARY IAW REF M.

K. SELECTED MARINE CORPS RESERVE (USMCR) UNITS/DETACHMENTS:

(1) COMUSMARCENT WILL TPFDD, FOR REDEPLOYMENT, GAINED USMCR UNITS. UNITS WILL RETURN TO DESIGNATED APOD FOR FURTHER TRANSPORTATION TO THE UNIT'S ORIGIN (I.E., HOME TRAINING CENTER) AND RELEASED FROM ACTIVE DUTY.

(A) ACTIVATED USMCR UNITS REMAIN UNDER THE COMBATANT COMMAND (COCOM) AUTHORITY OF CDRUSJFCOM AND ARE COMMANDED BY COMMARFORCOM UNTIL THE UNIT IS DEACTIVATED. BY NAVAL MESSAGE, CO'S OR DET OIC'S WILL REPORT TO COMMARFORRES UPON DEACTIVATION. UPON RETURN OF THE UNIT TO ITS HTC, COMMARFORRES WILL SUPPORT COMMARFORCOM BY COORDINATING ADMINISTRATIVE AND MEDICAL/DENTAL SERVICES AS REQUIRED. FUNDING SUPPORT FOR ACTIVATED UNITS REMAINS A COMMARFORCOM RESPONSIBILITY UNTIL UNIT IS DEACTIVATED AND EQUIPMENT REPAIR ORDERS (ERO) ARE CLOSED.

(B) COMMARFORCOM WILL COORDINATE WITH CMC (PPO) AND INFO COMMARFORRES FOR RELEASE OF DEACTIVATION MSG OF ALL ACTIVATED UNITS.

(2) USMCR UNITS DEPLOYED WITH ORGANIC ADMINISTRATIVE CAPABILITIES WILL CONDUCT THEIR OWN ADMINISTRATIVE OUT-PROCESSING WHILE STILL DEPLOYED TO THE GFC. THE ASSIGNED MOBRUC WILL TERMINATE "TAD EXCESS" OF ALL MEMBERS. THE UNIT SITE SUPPORT RUC THE MEMBERS WERE INITIALLY PROCESSED THROUGH WILL REPORT "FROM TAD" PER REF N. UNITS WILL COMPLETE ALL PROCESSING IAW INSTRUCTIONS CONTAINED BELOW. UNITS WILL RETURN WITH ALL COMMARFORRES PROVIDED INDIVIDUAL EQUIPMENT. UPON COMPLETION OF OUT PROCESSING, MEMBERS WILL BE ORDERED TO THE RESIDENCE FROM WHICH THEY WERE ACTIVATED.

(3) INSTRUCTIONS FOR USMCR UNITS DEPLOYED AS A DET (INDIVIDUAL OR GROUP) NOT POSSESSING ORGANIC ADMINISTRATIVE CAPABILITIES. UPON COMPLETION OF ADMINISTRATIVE OUT-PROCESSING AND RECOVERY OF GFC ISSUED INDIVIDUAL EQUIPMENT, GFC WILL TERMINATE "TAD EXCESS" OF THE MEMBER(S). THE SITE SUPPORT RUC OF THE HTC WHERE THE MEMBERS WERE INITIALLY PROCESSED WILL REPORT "FROM TAD" PER REF N. THE HTC WILL COMPLETE ALL DEACTIVATION PROCESSING IAW INSTRUCTIONS CONTAINED BELOW. DETS WILL RETURN WITH ALL COMMARFORRES PROVIDED INDIVIDUAL EQUIPMENT. UPON COMPLETION OF DEACTIVATION PROCESSING, THE HTC WILL ORDER MEMBERS TO THE RESIDENCE FROM WHICH THEY WERE ACTIVATED.

##### 5. PROCESS

A. THE DEACTIVATION PROCESS IS DETERMINED BASED ON A MEMBER'S RESERVE CATEGORY.

(1) IRR MEMBERS MUST OUTPROCESS FROM THE GFC, TO THE MSB/MPC, TO THEIR PLEAD.

(2) IRR MEMBERS WHO DID NOT INPROCESS FROM THEIR PLEAD THROUGH THE



MSB/MPC TO THE GFC, MUST OUTPROCESS FROM THEIR GFC, TO THE MSB/MPC, TO THEIR PLEAD.

(3) IMA MEMBERS WHO WERE ACTIVATED AND DEPLOYED OCONUS MUST OUTPROCESS FROM THE GFC, TO THE MPC, TO THEIR PLEAD.

(4) IMA MEMBERS WHO WERE ACTIVATED AND INPROCESSED DIRECTLY TO THEIR GFC WILL OUTPROCESS FROM THE GFC TO THEIR PLEAD.

(5) USMCR MEMBERS WHO WERE ACTIVATED AS AN IA AND INPROCESSED THROUGH AN MSB/MPC TO THEIR GFC MUST OUTPROCESS FROM THE GFC, TO THE MSB/MPC, TO HTC, TO THEIR PLEAD.

(6) USMCR MEMBERS WHO WERE ACTIVATED WITH THEIR UNIT OR A DET WILL OUTPROCESS FROM THE GFC, TO THE HTC, TO THEIR PLEAD.

B. OUTPROCESSING MUST BE COMPLETED NLT THE DEACTIVATION DATE. COMMANDS ARE NOT AUTHORIZED TO RETAIN MEMBERS BEYOND THE DEACTIVATION DATE. THE GFC (FOR IMA AND USMCR MEMBERS) AND MPC (FOR IRR'S) MUST ALLOW ENOUGH OUTPROCESSING TIME FOR A MEMBER TO COMPLETE HIS FINAL PHYSICAL, RECOVERY OF INDIVIDUAL EQUIPMENT ISSUED, USE OF ACCRUED ANNUAL LEAVE, ADMINISTRATIVE PROCESSING AND USE OF TRAVEL DAYS TO THEIR PLEAD. GFC MUST COORDINATE WITH THE MSB/MPC FOR THE MEMBER TO RETURN TO THE MSB/MPC FOR OUTPROCESSING; NORMALLY THIS IS NO LATER THAN 15 WORKING DAYS (EXCLUDING LEAVE), PRIOR TO THE DEACTIVATION DATE.

C. ADMINISTRATIVE PROCESSING

(1) UNIT DIARY (UD) ENTRIES:

(A) MEMBERS JOINED TO THE MSB/MPC AND THEN SENT "TO TAD EXCESS" WILL BE RETURNED TO THE MSB/MPC FROM THE GFC, TO BE RELEASED FROM ACTIVE DUTY.

(B) THE GFC WILL REPORT ON UNIT DIARY:

TTC 461 000 \_\_\_\_ ATT TERM \_\_\_\_ RUC \_\_\_\_

(C) THE MSB/MPC OR HTC WILL REPORT ON UNIT DIARY:

TTC 107 000 FROM TAD \_\_\_\_ RUC \_\_\_\_

(D) MEMBERS THAT WERE JOINED DIRECTLY TO THE GFC WILL BE RELEASED FROM ACTIVE DUTY FROM THE GFC.

(E) THE FOLLOWING IS A LIST OF UD ENTRIES THAT MUST BE REPORTED ON ALL ACTIVATED MEMBERS PRIOR TO BEING DEACTIVATED IN SEQUENTIAL ORDER:

TTC 323 002 STOP PERSTEMPO ED \_\_\_\_

TTC 190 002 STOP FSAT ED \_\_\_\_

TTC 389 001 STOP BAH ED \_\_\_\_

TTC 277 000 STOP CONUS COLA ( ) EFF \_\_\_\_

TTC 115 030 \_\_\_\_ TO LWAS \_\_\_\_ SEP DATE (USED FOR THOSE TAKING LEAVE AT THE END OF THEIR ORDERS)

TTC 401 000 \_\_\_\_ LSL \_\_\_\_ DAS (SELLING BACK LEAVE)

TTC 813 000 \_\_\_\_ LAST PHYSICAL EXAM \_\_\_\_

TTC 499 001 \_\_\_\_ HIV III \_\_\_\_

TTC 140 002 DATE AFR MED \_\_\_\_

TTC 335 000 \_\_\_\_ MARKS PRO \_\_\_\_ CON \_\_\_\_ OCC \_\_\_\_ ED \_\_\_\_

(FOR CPLS AND BELOW)

TTC 887 000 \_\_\_\_ STOP CRISIS CODE \_\_\_\_ EFF DTE \_\_\_\_

TTC 499 009 SECURITY LECTURE \_\_\_\_

ADDITIONAL COMBAT-RELATED ENTRIES, IF APPLICABLE. THIS LIST IS NOT ALL INCLUSIVE. MOS-RELATED ENTRIES REFER TO REF N. ENSURE ANY TRAINING COMPLETED WHILE ON ACTIVE DUTY IS REPORTED IN MCTFS VIA UNIT DIARY. THIS INCLUDES, BUT IS NOT LIMITED TO, LATEST PFT, DLPT SCORES, MCI, PME AND COLLEGE COURSES COMPLETED.

TTC 151 001 CBT SERV \_\_\_\_ (COMBAT SERVICE CODE)

TTC 120 001 LASTTOUR CBT \_\_\_\_ (SERVED SPECIFIED TIME IN COMBAT AREA)

TTC 433 000 STOP TAX EXCL \_\_\_\_ (SERVED IN A COMBAT AREA AND IS EXCLUDED FROM TAX)

TTC 161 000 EX POW \_\_\_\_ (IF MEMBER WAS EVER AN EX-POW)

TTC 125 004 CR HDP \_\_\_\_\_ TO \_\_\_\_\_ (HARDSHIP DUTY PAY FOR  
ENLISTEDCANNOT COMBINE W/CAREER SEA PAY)

TTC 297 001 CRED HFP \_\_\_\_/\_\_\_\_ TO \_\_\_\_\_ (HOSTILE FIRE OR  
IMMINENT DANGER PAY)

REPORT WHEN ALL PREVIOUS ENTRIES HAVE POSTED:

TTC 499 024 \_\_\_\_\_ HOME TELEPHONE NUMBER \_\_\_\_\_

TTC 499 025 \_\_\_\_\_ HOME ADDRESS/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

TTC 122 000 \_\_\_\_\_ ECC \_\_\_\_\_ (IF SKED TO BE SEP PRIOR TO ECC) .

REPORT WHEN ALL PREVIOUS ENTRIES HAVE POSTED:

TTC 378 000 \_\_\_\_\_ DROP SPD MBK5 H RE \_\_\_\_ ED \_\_\_\_\_

(2) SERVICE RECORD ENTRIES:

(A) MEMBERS THAT WERE JOINED TO THE MSB/MPC AND THEN SENT "TO TAD  
EXCESS" WILL BE RETURNED TO THE MSB/MPC FROM THE GFC, TO BE RELEASED  
FROM ACTIVE DUTY.

(B) THE GFC WILL RECORD ON PAGE 3: "YYYYMMDD ATT TERM"

(C) THE HTC/MSB/MPC WILL RECORD ON PAGE 3: "YYYYMMDD FR TAD EXCESS"  
AND "YYYYMMDD RELACDU TR USMCR/IMA/IRR/RUC."

(D) MEMBERS THAT WERE JOINED DIRECTLY TO THE GFC WILL BE RELEASED  
FROM ACTIVE DUTY FROM THE GFC AND WILL RECORD ON PAGE 3: "YYYYMMDD  
RELACDU TR USMCR/IMA/IRR/RUC."

(E) PAGE 11 ENTRIES WILL INCLUDE, BUT ARE NOT LIMITED TO, SEPARATION  
BENEFITS, COUNSELING ENTRIES AND SECURITY AT/FP DEBRIEFS.

(F) PAGE 12 ENTRY FOR THE ARMED FORCES RESERVE MEDAL W/"M" DEVICE  
WITH THE EFFECTIVE DATE OF THE BEGINNING DATE OF THE ORDERS.

(3) DD FORM 214 (CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE  
DUTY). A DD 214 WILL BE ISSUED ON THE DEACTIVATION DATE, REGARDLESS  
OF THE NUMBER OF DAYS THE MEMBER SERVED. THE ONLY EXCEPTION IS FOR  
THOSE MEMBERS WHO WERE FOUND NPQ DURING INITIAL INPROCESSING AT THE  
IMPC OR THE MPC. THE REMARKS SECTION OF THE DD FORM 214 WILL INCLUDE:  
"ACTIVATION IN SUPPORT OF OPERATIONS NOBLE EAGLE/ENDURING FREEDOM, OR  
ANY OTHER SUCH OPERATIONS ASSOCIATED WITH THE WORLD TRADE CENTER AND  
PENTAGON ATTACKS, IDENTIFIED IN THE PROVISION(S) OF LAW UNDER WHICH A  
MEMBER SERVED ON ACTIVE DUTY." ADDITIONALLY, DUTY LOCATION AND DATES,  
IF ANY, OF SERVICE IN THE DESIGNATED IMMINENT DANGER PAY AREAS FOR  
OPERATIONAL MISSIONS ASSOCIATED WITH THE WORLD TRADE CENTER AND  
PENTAGON ATTACKS WILL BE INCLUDED IN THIS SECTION.

(4) NAVMC 11060 (SEPARATION/ELECTION VOUCHER). ALL MEMBERS WILL BE  
ISSUED A NAVMC 11060 FOR THEIR FINAL PAY AND ALLOWANCES THROUGH THEIR  
SEPARATING COMMAND. DC P&R WILL PROVIDE SPECIFIC DISBURSING  
SUPPORT GUIDANCE TO BE RELEASED IN A SEPARATE MARADMIN.

(5) PRO/CONS (PROFICIENCY AND CONDUCT MARKINGS). IAW REF P ENSURE  
PRO/CON MARKS ARE COMPLETED AND REPORTED ON UNIT DIARY, FOR ALL  
CORPORALS AND BELOW PRIOR TO THE MEMBER DEACTIVATING. THE ENDING  
DATE OF THESE MARKS WILL BE THEIR DEACTIVATION DATE. MEMBERS WHO  
RETURNED FROM THE GFC TO THE MPC, WILL BE ISSUED PRO/CON MARKS BY  
THE GFC AND WILL BE ANNOTATED IN THE DETACHING ENDORSEMENT ISSUED  
BY THE GFC AND ATTACHED TO THE MEMBER'S ORDERS.

(6) NAVMC 10835A (FITNESS REPORT) THE GFC WILL ENSURE FITNESS REPORTS  
ON ALL SERGEANTS AND ABOVE ARE COMPLETED AND SUBMITTED TO CMC (MMSB)  
PRIOR TO THE DEACTIVATION DATE IAW REF O. THE END DATE OF THE  
FITNESS REPORT WILL BE THEIR DEACTIVATION DATE. THE SUBMISSION  
DATE MUST BE ANNOTATED ON THE MEMBER'S DETACHING ENDORSEMENT ISSUED  
BY THE GFC AND ATTACHED TO THE MEMBER'S ORDERS.

(7) AWARDS. ISSUE AUTHORIZED SERVICE/CAMPAIGN AWARDS.

(8) DETACHING ENDORSEMENT. GFC/MSB/MPC MUST INCLUDE A DETACHING  
ENDORSEMENT WITH THE MEMBER'S ORDERS. DISBURSING OFFICES WILL BASE  
THEIR CALCULATIONS FOR ENTITLEMENTS ON THE DEACTIVATION DATE CONTAINED  
IN THE FINAL ENDORSEMENT (LINE 5C(8)(B) BELOW). THE FOLLOWING MUST BE

INCLUDED:

- (A) DETACHING TIME AND DATE.
- (B) EFFECTIVE DATE OF SEPARATION FROM ACTIVE DUTY, (ENSURE THIS DATE IS THE SAME AS THE EAS/ECC RUN IN MCTFS),
- (C) GOVT QTRS AND MESS STMT.
- (D) INCLUSIVE TRAVEL DAYS ARE: XXX.
- (E) PLEAD IS: STREET, CITY, STATE, AND ZIP.
- (F) LEAVE DATES (IF TAKING LWAS.)
- (G) GEAR INVENTORY STMT.
- (H) PRO/CON MARKS FOR CPLS AND BELOW.
- (I) FITNESS REPORT SUBMISSION DATE FOR SGTs AND ABOVE.
- (J) IF THE GFC IS RETURNING THE MEMBER TO THE MSB/MPC, ALSO INCLUDE AN ESTIMATED DATE OF ARRIVAL TO THE MSB/MPC ON THE DETACHING ENDORSEMENT.
- (9) IDENTIFICATION CARD (ID CARD), A MEMBER'S ACTIVE DUTY ID CARD MUST BE RECOVERED AND A RESERVE ID CARD ISSUED. IF A MEMBER TAKES TERMINAL LEAVE, ENSURE THAT THE MEMBER UNDERSTANDS THAT THE ACTIVE DUTY ID CARD AND DEPENDENT ID CARDS (IF APPLICABLE), MUST BE TURNED IN AT THE NEAREST ID CARD CENTER AT THE EXPIRATION OF THEIR TERMINAL LEAVE. THE ID CARD CENTER WILL ISSUE A RESERVE ID CARD OR TRANSITIONAL ID CARDS, AS APPROPRIATE.
- (10) DD FORM 1351-2 (TRAVEL CLAIMS). TRAVEL CLAIMS MUST BE SUBMITTED TO THE SEPARATING ACTIVITY ON A MEMBER'S DEACTIVATION DATE. GFC/MSB/MPC WILL ASSIST AND REVIEW A MEMBER'S TRAVEL CLAIM FOR ACCURACY AND SUBMIT IT TIMELY TO DISBURSING (TRAVEL SECTION) FOR FINAL LIQUIDATION. DC P&R WILL PROVIDE SPECIFIC TRAVEL SUPPORT GUIDANCE TO BE RELEASED IN A SEPARATE MARADMIN/TAN.
- (11) RECORD EXIT CLOTHING INVENTORY AND COUNSELING ON NAVMC FORM 631/631A IAW PARA 1500 OF REF C, AS DIRECTED BY REFS P, Q AND R. FILE FORMS 631/631A IN THE INDIVIDUAL'S SRB.
- (12) RECORD EQUIPMENT INVENTORY IAW PARA (4G).
- (13) MEDICAL/DENTAL. ENSURE MEMBERS HAVE CURRENT PHYSICAL AND DENTAL ASSESSMENTS AND THAT DD FORMS 2796 AND 2797 (IAW PARA 4F) ARE COMPLETED AND FILED.
- (14) EXIT SURVEY. ENSURE ALL MEMBERS PARTICIPATE IN THE DOD ONLINE EXIT SURVEY IAW REF T.
- (15) TRANSPORTATION ARRANGEMENTS. GFC/MPC WILL ASSIST THE MEMBER IN TRANSPORTATION ARRANGEMENTS FOR THOSE THAT ARE TRAVELING BY COMMERCIAL TRANSPORTATION FROM THEIR SEPARATING COMMAND TO THEIR PLEAD.
- (16) SERVICE RECORDS TRACKING. UPON COMPLETION OF PROCESSING THE MEMBER FOR DEACTIVATION, SERVICE RECORD, MEDICAL RECORD AND DENTAL RECORD MUST BE CLOSED OUT AND FORWARDED AS FOLLOWS:
  - (A) IRR AND IMA RECORDS WILL BE FORWARDED TO CG MCRSC VIA CERTIFIED MAIL.
  - (B) USMCR DET RECORDS WILL BE HANDCARRIED BY THE MEMBER TO THE HTC OF INITIAL PROCESSING.
  - (C) USMCR UNIT RECORDS WILL BE EMBARKED BY THE UNIT AND RETURNED TO THE HTC.
  - (D) RETIRED RECALL RECORDS WILL BE FORWARDED IAW PARA 1101.7 OF REF B.
- (17) SEPARATION BRIEFS ARE CONDUCTED AT THE SEPARATING ACTIVITY. THEY ARE DESIGNED TO INFORM THE SEPARATING MEMBER OF ENTITLEMENTS ONCE THEY ARE SEPARATED. SEPARATION BRIEFS ARE NORMALLY DOCUMENTED ON PAGE 11 OF THE MEMBER'S SERVICE RECORD. USE OF THE TRANSITIONAL ASSISTANCE PROGRAM IS NOT REQUIRED; HOWEVER, IT USE WILL BE ENCOURAGED FOR ANY DEACTIVATING MEMBER DESIRING ASSISTANCE.
- (18) SECURITY DEBRIEFS ARE CONDUCTED AT THE BASE OR STATION OF WHICH THE MEMBER HAS BEEN ASSIGNED. NORMALLY, ANTITERRORISM/FORCE PROTECTION DEBRIEFS ARE DOCUMENTED ON PAGE 11 OF THE MEMBER'S SERVICE

RECORD.

(19) STOP LOSS. MEMBERS WHO ARE BEYOND THEIR RECC DUE TO STOP LOSS, AND WHO DO NOT HAVE A VALID EXTENSION OR REENLISTMENT AGREEMENT, WILL BE STOP LOSSED FOR AN ADDITIONAL 90 DAYS BEYOND THEIR DEACTIVATION DATE. THIS WILL ENABLE THEM TO REQUEST REENLISTMENT, EXTENSION OR RETIREMENT. RESERVISTS WHO FAIL TO REENLIST, EXTEND OR RETIRE WILL BE DISCHARGED. SPECIFIC GUIDANCE ON APPLYING STOP LOSS TO THESE RESERVISTS IS CONTAINED IN REF T. PER REF C, AND UPON DEACTIVATION, RETIREMENT REQUESTS WILL BE SUBMITTED VIA AA FORM IF THE RESERVIST IS UNABLE TO MEET THE 120-DAY DEADLINE FOR REQUESTS SUBMITTED THROUGH MCTFS. HISTORY STATEMENT MUST BE INCLUDED STATING: "MEMBER IS EXTENDED TO YYYYMMDD IAW MARADMIN 007/03 STOP MOVE AND STOP LOSS POLICY IAW REF U.

(20) CONVENIENCE OF THE GOVERNMENT (COFG). THERE ARE THREE CATEGORIES THAT MAY AFFECT A MEMBER FROM BEING DEACTIVATED. THEY ARE:

- (A) FOR LEGAL HOLD (COFGL)
- (B) FOR MEDICAL HOLD (COFGM)
- (C) FOR INVOLUNTARY (COFGI)

IF AT THE END OF THE MEMBER'S ORDERS, THE MEMBER'S DUTY STATUS HAS NOT RETURNED TO FULL DUTY DUE TO LEGAL, MEDICAL OR OTHER SITUATIONS THAT RENDER THE MEMBER UNFIT TO PERFORM THE DUTY FOR WHICH THEY WERE ACTIVATED, THEY WILL BE RETAINED ON ACTIVE DUTY IN A COFG STATUS. THE GFC/MSB/MPC MUST SUBMIT A NAVAL MESSAGE WITH COMPLETE JUSTIFICATION, TO DC M&RA (MPP-60) VIA CHAIN OF COMMAND, REQUESTING THE MEMBER BE RETAINED AND ISSUED APPROPRIATE ORDERS (MEDICAL HOLD, LEGAL HOLD OR INVOLUNTARY ORDERS). GFC/MSB/MPC WILL REPORT THE APPROPRIATE COFG ENTRY ON UNIT DIARY THE DAY AFTER THE DEACTIVATION DATE. CMC (MPP-60) WILL MAKE THE DETERMINATION AS TO THE LENGTH OF THE APPROPRIATE ORDERS AND ISSUE FURTHER GUIDANCE DEPENDING ON THE CIRCUMSTANCES OF THE REQUEST.

(21) CMC ACCOUNTABILITY. MSB/MPC'S WILL ENSURE DEACTIVATION ACTIONS ARE ANNOTATED IN THE MARINE CORPS MOBILIZATION PROCESSING SYSTEM (MCMPS) SOFTWARE AND DAILY EXPORTS ARE SUBMITTED TO DC M&RA (MPP-60): DC M&RA (MPP-60) WILL PROVIDE DETAILED MCMPS INSTRUCTIONS UNDER SEPARATE CORRESPONDENCE.

6. TRICARE HANDBOOK IS NOW INTERACTIVE AND AVAILABLE ON THE TRICARE WEB AT [WWW.TRICARE.OSD.MIL/TRICAREHANDBOOK](http://WWW.TRICARE.OSD.MIL/TRICAREHANDBOOK) //

17. COMMARFORCOM Request to Deactivate Activated Assigned CDRUSJFCOM USMCR Units

Purpose. To provide an example of the COMMARFORCOM request to CMC requesting USMCR unit deactivation.

RAAUZYUW RUEOMFN7869 0211535-UUUU--RUEACMC.  
ZNR UUUUU ZUI RUEOMCF5262 0211535  
R 211516Z JAN 04  
FM COMMARFORCOM  
TO RUEACMC/CMC WASHINGTON DC//POC/PPO/PO//  
ZEN/CMC WASHINGTON DC  
ZEN/COMMARFORRES  
INFO RUCBACM/CDR USJFCOM NORFOLK VA//J3/J33//  
ZEN/COMMARFORCOM  
BT  
U N C L A S //N03000//  
MSGID/GENADMIN/COMMARFORCOM/-/JAN//

SUBJ/DEACTIVATION REQUEST ICO DET B, 4TH MLG HQ //

REF/A/LTR/COMMARFORRES/20 JAN 04//

REF/B/MSG/CMC/272221ZJAN03//

PAGE 02 RUEOMFN7869 UNCLAS

NARR/REF A IS COMMARFORRES PLANS/FORCE ACTIVATION OFFICER E-MAIL REQUESTING DEACTIVATION OF DET B, 4TH MLG HQ, THAT WAS ACTIVATED ISO COMMARFORRES FOR DEPLM SPT OPS. REF B IS CMC PARTIAL MOB SEQUENCE #1037 ACTIVATING DET B, 4TH MLG HQ, ON 31 JAN 03.

POC/ COMMARFORCOM/G3/5/7/DSN: 836-0744/COML: 757-836-0744/

RMKS/1. THIS IS A REQUEST TO DEACTIVATE DET B, 4TH MLG HQ.

2. PER REF A, THERE IS NO LONGER REQ TO MAINTAIN DET B, 4TH MLG HQ ON ACTIVE DUTY IAW REQ CNTN REF B.

3. FOR CMC. REQUEST DIR DEACT DET B, 4TH MLG HQ, NLT 30 JAN 04.

4. FOR COMMARFORRES. IN ANTICIPATION OF CMC APPROVAL, REQUEST BPT INITIATE ADMIN AND LOG PROCEDURES TO EFFECT DET B, 4TH MLG HQ DEACT NLT 30 JAN 04. //

BT

NNN\*

BT

#7869

NNNN

18. CMC Redepolyment and Deactivation Directive

Purpose. To provide an example of COMMARFORCOM resumption of operational control of assigned CDRUSJFCOM assigned activated USMCR units.

RAAUZYUW RUEOMFB2581 1292042-UUUU--RUEACMC.  
ZNR UUUUU ZUI RUEOMCF1197 1292043  
R R 092012Z MAY 03  
FM COMMARFORCOM  
TO RUEACMC/CMC WASHINGTON DC  
//PPO/PL/PLU/POC/POS/MPP-60/RA/RAM/PLN/RFO//  
RUCKSAA/CG MCB CAMP LEJEUNE NC//TE(038)O/G1/G4/LOG/FACILITIES//  
ZEN/CMC WASHINGTON DC  
ZEN/CMC WASHINGTON DC//PPO//  
ZEN/CMC WASHINGTON DC//PPO/POC//  
INFO RHOFMOP/CG I MEF  
RUCKMEA/CG II MEF//G3//  
RUEOEGA/CFLCC DOHA KUWAIT KU  
RUCADHQ/USCENTCOM FWD  
RUEOBBA/COMUSCENTAF SHAW AFB SC  
RUEASRT/CDRUSATHIRD FT MCPHERSON GA  
RUEOEGA/COMUSARCENT (FWD) DOHA KU  
RUFGPMC/COMMARFOREUR  
RUFTTSA/COMUSMARCENT  
RUCCFVY/COMMARFORRES//G3/PAO//  
RHPIGXW/CJTF HOA  
RUFTTSA/COMMARFORPAC  
PAGE 02 RUEOMFB2581 UNCLAS  
RUHEHMS/COMMARFORPAC  
RHFQAAA/HQ USAFE RAMSTEIN AB GE  
RUPEUSA/HQ USNORTHCOM//J3/J5/J7//  
RUCBLFB/COMMARFORCOM//G3/5/7//  
RHCUAAA/CDR USTRANSCOM SCOTT AFB IL  
RUFGCIN/CDR USEUCOM VAIHINGEN GE  
RUCAACC/CDR USCENTCOM MACDILL AFB FL  
RUCBACM/CDR USJFCOM NORFOLK VA//J3/J33/J34/HLSOPS//  
RUCKFCA/COMCABEAST CHERRY PT NC//G3/G4///  
ZEN/CG MCB CAMP LEJEUNE NC////TE&O/G1/G4/LOG/FACILITIES////  
ZEN/CG II MEF  
ZEN/COMUSNAVCENT  
ZEN//L=MARFOREUR/OU=COMMARFOREUR(UC)/OU=COMMARFOREUR G5(UC)  
PAGE 03 RUEOMFB2581 UNCLAS  
ZEN/COMUSMARCENT REAR  
ZEN/COMMARFORRES  
ZEN/COMLANTFLT NORFOLK VA  
ZEN/COMMARFORCOM  
ZEN/CDR USPACOM CC HONOLULU HI  
ZEN/CDR USJFCOM NORFOLK VA  
ZEN/CG MCB CAMP LEJEUNE NC  
ZEN/COMCABEAST CHERRY PT NC  
BT  
UNCLAS  
QQQQ  
SUBJ: RESUMPTION OF OPCON OF CDRUSJFCOM-ASSIGNED USMC FORCES  
UNCLASSIFIED//  
BT  
UNCLAS //N03000//

OPER/OPERATION ENDURING FREEDOM/OPERATION IRAQI FREEDOM  
(OEF/OIF) //

MSGID/GENADMIN/COMMARFORCOM/-/MAY//

PAGE 04 RUEOMFB2581 UNCLAS

SUBJ/RESUMPTION OF OPCON OF CDRUSJFCOM-ASSIGNED USMC FORCES//

REF/A/ORDCDRUSJFCOM/121918ZMAR02 (S) //

REF/B/ORDCDRUSJFCOM/271301ZNOV02 (S) //

REF/C/ORDCDRUSJFCOM/162111ZDEC02 (S) //

REF/D/ORDCDRUSJFCOM/202211ZDEC02 (S) //

REF/E/ORDCDRUSJFCOM/011540ZJAN03 (S) //

REF/F/ORDCDRUSJFCOM/080212ZJAN03 (S) //

REF/G/ORDCDRUSJFCOM/102325ZJAN03 (S) //

REF/H/ORDCDRUSJFCOM/111800ZJAN03 (S) //

REF/I/ORDCDRUSJFCOM/151834ZFEB03 (S) //

REF/J/ORDCDRUSJFCOM/212050ZFEB03 (S) //

REF/K/ORDCDRUSJFCOM/011946ZMAR03 (S) //

REF/L/ORDCDRUSJFCOM/011947ZMAR03 (S) //

REF/M/ORDCDRUSJFCOM/171450ZMAR03 (S) //

REF/N/ORDCDRUSJFCOM/231732ZMAR03 (S) //

REF/O/ORDCDRUSJFCOM/121334ZAPR03 (S) //

NARR/REF A IS DEPORD ISO SERIAL 129 MOD 001. REF B IS DEPORD  
172. REF C IS DEPORD 175. REF D IS DEPORD 176. REF E IS DEPORD  
ISO SERIAL 177A (MPSRON OFFLOAD). REF F IS DEPORD 177B (PART 1).  
REF G IS DEPORD 177B, PART 2. REF H IS DEPORD 177B, PART 3. REF  
PAGE 05 RUEOMFB2581 UNCLAS

I IS DEPORD 183. REF J IS PTDO 187B. REF K IS DEPORD 189A  
(MACS-24). REF L IS DEPORD 190. REF M IS DEPORD 192. REF N IS  
DEPORD 195. REF O IS DEPORD 201.//

POC /COMMARFORCOM/G3/5/TEL: DSN 836-0740/COML: 757-836-0740/

POC /COMMARFORCOM/G3/5/TEL: DSN 836-1630/COML: 757-836-1630/

RMKS/1. IAW REFS A THRU O, COMMARFORCOM RESUMES OPCON OF ALL  
CDRUSJFCOM-ASSIGNED USMC FORCES, REDEPLOYING FROM USCENCOM AOR,  
UPON THEIR DEPARTURE FROM USCENCOM AOR.

2. FOR CMC, REQ DIR DEACTIVATION/DEMOBILIZATION OF USMC RESERVE  
FORCES 60 DAYS FROM THEIR ARRIVAL IN CONUS, EXCEPT FOR CO C, 4TH  
LAR.//

BT

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BT

#2581

NNNN

19. CMC IRR/Retiree Involuntary Order to Active Duty Mailgram Orders

Purpose. To provide an example of DC M&RA (MP) generated Mailgram Orders ordering Marine IRRs to active duty (other than for training) based on appropriate legal authority.

TO: SSGT RANDY XXXXXXXXX  
2737 PATTERSON AVE  
XXXXXXX CA 932XX

ORIGINAL ORDERS  
DEPARTMENT OF THE NAVY  
HEADQUARTERS, UNITED STATES MARINE CORPS  
WASHINGTON, D.C.

FROM: COMMANDANT OF THE MARINE CORPS  
TO: SSGT RANDY XXXXXXXXX  
000000000/3537 USMCR

SUBJ: INVOLUNTARY ORDERS TO ACTIVE DUTY

REF: (A) Executive Order  
(B) Title 38, United States Code, Chapter 43  
(C) Joint Federal Travel Regulations  
(D) ASECNAV MEMO dtd 02 Nov 01

1. You have been ordered to active duty from your residence in support of Operation Enduring Freedom as prescribed in Ref (A). These are involuntary recall orders to active duty, for an initial period of 12 months (365 days) beginning on your initial travel date. You are subject to the Uniform Code of Military Justice on the effective date of these orders. Under the provisions of Ref (B), this period of duty is exempt from the five-year cumulative service limitation on reemployment rights.

REPORT TO: OIC USMC DSS LONG BEACH (MCC: SFY)  
N&MCRTC 801 REEDES TERMINAL ISLAND BLDG 675  
LONG BEACH CA 0090731

REPORT DATE: 2003/03/15

Report to the location identified above between 0800 and 1600 on the date specified.

EAS DATE: 2004/03/11

After processing at the Deployment Screening Site (DSS), you will be directed to the following

Reserve Support Unit (RSU) with follow-on duty at:  
RSU: MARINE CORPS BASE (MCC: 014)

GAINING COMMAND: RSU CAMPEN AUG CO PROC (MCC: XN2)

2. Upon receiving these orders, you are directed to immediately contact the Marine Corps Mobilization Command (MCMC) Command Operations Center (COC) at 1-800-255-5082 ext 3295/3296/3297 /3298 or by email at CSC@cdc.usmc.mil. If you are unable to



report by the prescribed time and date, report the circumstances that effect you in reporting by the prescribed time and date, and give possible resolution to your circumstances with a new reporting time and date. MCMC's web site is <http://mcrsc.mfr.usmc.mil/MOBCOM.asp> and has links to RSUs that contain useful information regarding your mobilization. You are further directed to sign the Receiving Endorsement in Paragraph 12.

3. You are authorized one-day of travel from your home of record to the DSS if traveling by commercial air. That day must be the day prior to your report date. If traveling to the IMPC by Privately Owned Vehicle (POV), you must have someone drop you off or coordinate transportation requirements with MCMC COC at 1-800-255-5082 ext 3295/3296/3297/3298. DSS sites DO NOT possess capability to provide long term storage of POVs. Travel from the IMPC to the MPC by POV is NOT authorized. The DSS is responsible for arranging further travel to the MPC. You will be entitled to reimbursement for mileage from your home of record to the IMPC per reference (c) par 3300, 3305, and 3310

4. Bring the following items with you to the DSS:

- a. These orders.
- b. All your issued military uniform items, any Career Length Issue 782 gear, and accessories.
- c. Military identification card and ID Tags.
- d. Current civilian or military health, dental and immunization (shot) records.
- e. Original or certified true copies of marriage and birth certificates and SSNs for your spouse and dependents, as well as other legal documents supporting dependency claims.
- f. Original or certified true copies of divorce decrees.
- g. Life insurance policy information (i.e. Name/address of beneficiary, etc.)
- h. Bank account and routing number for direct deposit enrollment (e.g., a blank/void check).
- i. Any approved prescription medications with supporting prescription documentation, all prescription glasses/contact lenses or most current eyeglass/contact lens prescription.

5. Household Goods (HHG)

- a. Single Marines are authorized non-temporary storage of HHG at government expense, in accordance with reference (C) and MCO P4050.38C (Personal Effects and Baggage Manual). Single Marines without dependents that elect to store their HHG are advised that they will not receive Basic Allowance for Housing-Type I (BAH-I).
- b. Married Marines are not authorized non-temporary storage of HHG at government expense. Married Marines will receive BAH-I for their primary residence at the time of their activation. Married Marines who are in the military on active duty and are both deployed away from their primary residence during the period of duty for these orders, are authorized non-temporary storage of household goods at government expense. Married Marines without dependents who are both deployed away from their primary residence that elect to store their HHG are advised that they will not receive BAH-I.
- c. Shipment of HHG is authorized for personal comfort and

well-being items up to the weight allowances per reference (C) para 4700, 4705, 4710, and 4735. For proper accounting of OEF expenses, cite SDN: M0008403GBP7HHG. For partial shipment use: AC: 1731106.27A0 000 00027 0 000027 2D 000000 08403GBP7HHG.  
d. Contact the MCRSC COC for assistance in locating the nearest Transportation Management Office (TMO) to arrange for HHG storage or shipment of comfort and well-being items.

6. Travel and lodging:

- a. Government quarters and mess are directed if available. If not available, obtain a statement of non-availability from the appropriate military representative to receive reimbursement for commercial lodging, up to the prescribed limits per reference (C).
- b. Storage of vehicles while on orders may be authorized. Contact the MCMC COC for coordination with your nearest TMO.
- c. For any mode of travel other than POV to the IMPC, you must call MCMC COC at 1-800-255-5082 ext 3295/3296/3297/3298 for assistance.
- d. Shipment of a POV is not entitled under these orders.
- e. Rental cars are not authorized.
- f. Mixed modes of travel and variations in itinerary are authorized but must be coordinated through the MCMC COC.
- g. Movement of dependents is not authorized.
- h. Dual lodging is authorized if required.
- i. Per Diem is authorized in accordance with Refs (C) and (D).
- j. Pay and Travel advances will be in accordance with Ref (C) once you reach the MPC.

7. You will automatically receive SGLI coverage in the amount of \$250,000.00 during the period of these orders and be liable for premium payments unless you make an election for reduced or no coverage.

8. TRICARE and Dental:

- a. You and your dependents will be eligible for medical care under the military health insurance program, TRICARE. Eligibility begins on the effective date of your orders. Needed care will be provided by medical treatment facilities (MTF), and by authorized civilian health care providers. If your orders are for a period of more than 30 consecutive days of active duty, your family is eligible for health care benefits under TRICARE Standard or TRICARE Extra on the first day of your active duty. If you are called to active duty for 179 days or more, your family may enroll in TRICARE Prime or may be eligible for TRICARE Prime Remote. Once activated and emergency care is needed, get emergency care, then notify your Managed Care Support Contractor within 24 hours of the visit. You may obtain their number through the TRICARE information line at 1-888-DOD-CARE (1-888-363-2273). Information about your family's TRICARE Standard benefits are available in the TRICARE Standard Handbook. To get the handbook, contact your nearest MTF or any TRICARE Service center; Or write to TRICARE Management Activity, 16401 E Centretex Pkwy, Aurora, CO 80011-9043. Additional information on TRICARE benefits is available at [www.tricare.osd.mil](http://www.tricare.osd.mil).
- b. If called to active duty in excess of 29 days, you are eligible for dental care at military treatment facilities free

of charge. If you are currently enrolled in Reserve Tricare Dental Program, you will be disenrolled upon activation to active duty in excess of 29 days. Dependents have 30 days from activation to submit an enrollment application to United Concordia Companies, Inc. via their website at [www.ucci.com](http://www.ucci.com), or they can call 1-888-622-2256 to enroll. Family members must remain enrolled during the entire active duty period of the sponsor. Additional information on the TRICARE Dental Program is available at the United Concordia Companies, Inc. web site, or call toll free 1800-866-8499 for general information. To contact the Managed Care Support Contractor for your region, go to the regional map on the website.

9. The MCMC COC is available at 1-800-255-5082 ext 3295/3296/3297/3298 to assist with questions regarding emergency medical, financial or personal matters, and may be able to provide additional information on your assignment. For information regarding your employment and reemployment rights, call the National Committee for Employer Support of the Guard and Reserve at 1-800-336-4590, or at WWW.ESGR.ORG. For information on family assistance and support contact the Marine Corp Community Services by calling 1-800-336-4663 or 760-725-9790/6638.

10. You are directed to leave a copy of these orders with your dependents in the event they are needed by them to prove their right to entitlements.

11. The following funding guidance is provided:

Marine's LOA for Per Diem and Transportation Allowances FY03:

FY03 LOA: AA1731106.27A0 000 00027 0 067443 2D 0EA875 M000843EA875

Marine's SDN for Per Diem and Transportation Allowances FY03:

FY03 SDN: M0008403TOEA875

XX

Marine's LOA Per Diem and Transportation Allowances FY04:

FY04 LOA: AA1741106.27A0 000 00027 0 067443 2D 0EC918 M000844EC918

Marine's SDN Per Diem and Transportation Allowances FY04:

FY04 SDN: M0008404TOEC918

[illegible]

Pay and Allowances For Enlisted:

FY03 AA 1731105.2702 012 12691 0 067443 2I 000000 000000

FY04 AA 1741105.2702 012 12691 0 067443 2I 000000 000000

Pay And Allowances For Officer:

FY03 AA 1731105.2701 011 11691 0 067443 2I 000000 000000

FY04 AA 1741105.2701 011 11691 0 067443 2I 000000 000000

XX

12. Coordinating Instructions:

Receiving Endorsement: Received these orders at

(Place) Date:

(Signature)

Date of DSS Arrival:

Date of IMPC Departure: \_\_\_\_\_

Report to your assigned MPC by: \_\_\_\_\_

IMPC Endorsement: \_\_\_\_\_ (Signature)

Date of MPC Arrival: \_\_\_\_\_

Date of MPC Departure: \_\_\_\_\_

Report to your assigned GFC by: \_\_\_\_\_

MPC Endorsement: \_\_\_\_\_ (Signature)

\*\*\*MESSAGE SAMPLE\*\*\*

20. MCMC Issued IRR Involuntary Order to Active Duty Orders.

Purpose. To provide an example of IRR orders issued by CG MOBCOM, as authorized by DC M&RA (MP), for individual augmentation (IA). (Note: This message was issued prior to MCRSC name change to MOBCOM)

1320

MROWS/120/0/GWT

FROM: COMMANDING OFFICER, UNIT NAME, CITY, STATE

TO: CORPORAL FIRST M LAST

0111111111 1371/0000/0000 USMC

1STREET

CITY, ST 999990000

SUBJ: ORDERED TO ACTIVATION-PARTIAL MOBILIZATION; CASE OF CORPORAL FIRST M LAST 0111111111/1371 USMC

1. YOU HAVE BEEN INVOLUNTARILY ORDERED TO ACTIVE DUTY FROM YOUR RESIDENCE IN SUPPORT OF THE NATIONAL EMERGENCY DECLARED UNDER PRESIDENTIAL PROCLAMATION 7463 OF 14 SEPTEMBER 2001 AND AS PRESCRIBED IN EXECUTIVE ORDER 13223. UNDER THE PROVISIONS OF TITLE 38, UNITED STATES CODE, SECTION 4312(C)(4)(A) AND (B) THIS PERIOD OF ACTIVE DUTY IS EXEMPT FROM THE FIVE-YEAR CUMULATIVE SERVICE LIMITATION ON REEMPLOYMENT RIGHTS UNDER TITLE 38, UNITED STATES CODE, CHAPTER 43. YOUR PERIOD OF ACTIVE DUTY IS PURSUANT TO U.S. CODE, TITLE 10, SECTION 12302 (ACTIVATION STATUS CODE ZE). YOU ARE ASSIGNED TO ACTIVATION, IN SUPPORT OF PF0 - OPERATION IRAQI FREEDOM, ON SUCH A DATE THAT WILL ENABLE YOU TO REPORT TO THE COMMANDING OFFICER, MWSS 471 DET B MWSG-47 4THMAW, 1435 N. PERIMETER ROAD, MT CLEMENS, MI 48045 NO LATER THAN 2359 ON 18 MAY 2009 FOR DUTY WITH MWSS 472 (-) MOBILIZATION, RUC: 03010, MCC: S4A. PERIOD OF DUTY : 18 MAY 2009 TO 18 JUN 2010 FOR 397 DAYS

FFA: MWSS-472 MWSG-27 (FWD) II MEF (0409), 2D MAW MCAS PSC BOX 8030, CHERRY POINT, NC 28533. FOR DUTY WITH MFR.

FFA: II MEF COMMAND ELEMENT, , KUWAIT CITY, KUWAIT. FOR DUTY WITH II MEF.

FFA: MWSS-472 MWSG-27 (FWD) II MEF (0409), 2D MAW MCAS PSC BOX 8030, CHERRY POINT, NC 28533. FOR DUTY WITH DEMOBILIZATION.

FFA: MWSS 471 DET B MWSG-47 4THMAW, 1435 N. PERIMETER ROAD, MT CLEMENS, MI 48045. FOR DUTY WITH DEACTIVATION.

(MCO P1000.6 PARA 4407 AND P1001R.1 PARA 4205.4). YOU ARE A MEMBER OF RESERVE RUC: 21337, COMPANY CODE: B AND PLATOON CODE: PLT2. WHILE PERFORMING DUTY UNDER THESE ORDERS, YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ) (MCO P1001R.1 PARA 5000.4).

2. THE PLACE FROM WHICH YOU ARE ORDERED TO SUBJECT DUTY IS INDICATED AFTER YOUR NAME. UPON COMPLETION OF SUBJECT DUTY, WITH THE EXCEPTION OF BACK TO BACK ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM SUBJECT DUTY. (JFTR U7150.A1) FOR BACK TO BACK ORDERS, UPON COMPLETION OF THE FINAL SET OF ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL, YOU WILL STAND RELEASED FROM DUTY. YOU MAY ELECT TRAVEL TO OR FROM AN ALTERNATE LOCATION, REIMBURSEMENT WILL BE LIMITED TO THE LESSER OF THE ACTUAL DISTANCE TRAVELED TO THE LOCATION OR THE DISTANCE FROM THE PLACE OF DUTY TO YOUR PMA/PLEAD. (JFTR U5120.A AND U4105.F)

3. APPROPRIATION FOR THE PERIOD OF 18 MAY 2009 - 30 SEP 2009 (136 DAYS) IS:

P/A: PAYGROUP: 013 COMPONENT CODE: KM P/A NUMBER: P90000

EST COST: \$14,755.06

PER DIEM: AA 1791106.27A0 021 00027 067443 2D P90000 000000074601

EST COST: \$2,451.95

SDN: M0009109TOE0000

TRAVEL : AB 1791106.27A0 021 00027 067443 2D P90000 000000074600

EST COST: \$0.00 SDN: M0009109TOE0000  
APPROPRIATION FOR THE PERIOD OF 01 OCT 2009 - 18 JUN 2010 (261 DAYS) IS:  
P/A: PAYGROUP: 013 COMPONENT CODE: KM P/A NUMBER: P00000  
EST COST: \$28,408.99  
PER DIEM: AA 1701106.27A0 021 00027 067443 2D P00000 000000074601  
EST COST: \$7,758.10 SDN: M0009110TOE0000  
TRAVEL : AB 1701106.27A0 021 00027 067443 2D P00000 000000074600  
EST COST: \$0.00 SDN: M0009110TOE0000  
FUNDING THIS PERIOD OF DUTY SUBJECT TO PASS OF FY 2010 APPNS ACT, OR A  
CONTINUING RESOLUTION AUTHORITY.

4. MEMBER MAY BE ENTITLED TO COMBAT TAX EXCLUSION (CZTE) FROM FEDERAL INCOME TAX PAYMENT FOR PERIODS OF SERVICE IN A COMBAT ZONE. ENSURE DATES WITHIN COMBAT AREA FROM AND TO ARE INCLUDED IN AN ENDORSEMENT TO THESE ORDERS. REVIEW CURRENT PAAN(S) OR LISTING OF CZTE AREAS AND ENSURE THE CZTE IS ESTABLISHED IN MEMBERS MCTFS 604 REMARKS. (MCTFS PRIM PARA 5063.8) MEMBER MAY BE ENTITLED TO SPECIAL PAY DURING THIS PERIOD OF DUTY. (MCTFS PRIM PARA 5155)

5. MEMBERS ON DUTY FOR 31 DAYS OR MORE MAY BE ENTITLED TO FAMILY SEPARATIONS ALLOWANCE (FSA) (DODFMR VOL 7A PART 3 CHAP 27 AND MCTFS PRIM 5067.4)

6. TRAVEL VIA PRIVATELY OWNED CONVEYANCE (POC) TO HOME CITY, ST (18 MAY 2009), CHERRY POINT, NC (04 JUN 2009) AND FOWLER, MI (18 JUN 2010) IS AUTHORIZED. REIMBURSEMENT IS LIMITED TO THE LESSER OF \$0.550 PER MILE FOR THE OFFICIAL DISTANCE TRAVELED OR THE COST OF GOVERNMENT TRANSPORTATION REQUEST (GTR). THE ESTIMATED COST FOR THIS TRAVEL, \$623.70, IS INCLUDED IN THE PER DIEM COST (JFTR U3110).

7. RENTAL CAR NOT AUTHORIZED AT HOME CITY, ST (18 MAY 2009 THRU 03 JUN 2009), CHERRY POINT, NC (04 JUN 2009 THRU 30 SEP 2009), KUWAIT CITY, KUWAIT (30 SEP 2009 THRU 01 APR 2010), CHERRY POINT, NC (02 APR 2010 THRU 16 APR 2010) AND MT CLEMENS, MI (17 APR 2010 THRU 18 JUN 2010).

8. QUARTERS ARE DIRECTED, IF AVAILABLE, AT HOME CITY, ST AT NO COST (18 MAY 2009 THRU 03 JUN 2009), CHERRY POINT, NC AT NO COST (04 JUN 2009 THRU 30 SEP 2009), KUWAIT CITY, KUWAIT AT NO COST (30 SEP 2009 THRU 01 APR 2010), CHERRY POINT, NC AT NO COST (02 APR 2010 THRU 16 APR 2010) AND MT CLEMENS, MI AT NO COST (17 APR 2010 THRU 18 JUN 2010). THE AMOUNT LISTED IS AN ESTIMATED AMOUNT. IF ACTUAL QUARTERS COST DIFFERS FROM THAT LISTED HEREIN OR IF QUARTERS ARE NOT AVAILABLE CONTACT THE APPROPRIATE MILITARY REPRESENTATIVE FOR A WRITTEN STATEMENT REGARDING THE AVAILABILITY OF ADEQUATE GOVERNMENT QUARTERS AT THE PLACE OR PLACES AT WHICH THE SUBJECT DUTY IS PERFORMED (JFTR U1045). MAX DAILY LODGING IS \$77.00 FOR MT CLEMENS, MI. MAX DAILY LODGING IS \$89.00 FOR CHERRY POINT, NC. MAX DAILY LODGING IS \$315.00 FOR KUWAIT CITY, KUWAIT.

9. DUAL LODGING MAY BE AUTHORIZED (JFTR U4135).

10. USE OF GOVERNMENT MESS FACILITIES IS DIRECTED AT CHERRY POINT, NC (04 JUN 2009 THRU 30 SEP 2009), KUWAIT CITY, KUWAIT (30 SEP 2009 THRU 01 APR 2010) AND CHERRY POINT, NC (02 APR 2010 THRU 16 APR 2010), IF AVAILABLE. IF NOT AVAILABLE, YOU ARE REQUIRED TO OBTAIN A STATEMENT FROM AN APPROPRIATE MILITARY

REPRESENTATIVE REGARDING THE AVAILABILITY OF MESS FACILITIES AT THE PLACE OR PLACES AT WHICH THE SUBJECT DUTY IS PERFORMED (JFTR U4400). MAX DAILY M/IE IS \$44.00 FOR CHERRY POINT, NC. MAX DAILY M/IE IS \$117.00 FOR KUWAIT CITY, KUWAIT.

11. VARIATION IN ITINERARY IS AUTHORIZED (MCO 1000.6\_ PARA 4402.7A(1)).

12. THE TRAVEL AND TRANSPORTATION REFORM ACT (TTRA) OF 1998 STIPULATES THAT THE GOVERNMENT-SPONSORED, CONTRACTOR-ISSUED TRAVEL CARD SHALL BE USED BY ALL U.S. GOVERNMENT PERSONNEL (CIVILIAN AND MILITARY) TO PAY FOR COSTS INCIDENT TO OFFICIAL BUSINESS TRAVEL UNLESS SPECIFICALLY EXEMPTED BY AUTHORITY OF THE

ADMINISTRATOR OF GENERAL SERVICES OR THE HEAD OF THE AGENCY. YOU ARE A GTCC CARDHOLDER. YOU ARE NOT EXEMPT FROM MANDATORY USE PROVISIONS OF THE TTRA. YOU ARE AUTHORIZED TO OBTAIN AN ADVANCE FROM AN ATM USING YOUR GTCC. YOU MUST CLAIM ALL ATM FEES ON YOUR TRAVEL CLAIM (DODFMR VOL 9, CHAP 3, PARA 030302 AND MARADMIN 337/00).

13. YOU ARE AUTHORIZED TO TRAVEL VIA GOVERNMENT TRANSPORTATION, IF AVAILABLE.

14. USE OF GOVERNMENT MESS FACILITIES IS DIRECTED AND AVAILABLE AT

MT CLEMENS, MI (18 MAY 2009 THRU 03 JUN 2009) AND

MT CLEMENS, MI (17 APR 2010 THRU 18 JUN 2010). WHILE PERFORMING DUTY UNDER THESE ORDERS AND LODGED ABOARD AN INSTALLATION, IT HAS BEEN DETERMINED THAT AT LEAST ONE MEAL IS AVAILABLE IN A GOVERNMENT MESS ON THAT INSTALLATION; THEREFORE, YOU ARE AUTHORIZED THE PROPORTIONAL PER DIEM RATE FOR THIS LOCATION. IF GOVERNMENT MESS FACILITIES ARE NOT AVAILABLE, YOU ARE DIRECTED TO OBTAIN A STATEMENT FROM THE APPROPRIATE MILITARY REPRESENTATIVE REGARDING THE AVAILABILITY OF MESS FACILITIES AT THE PLACE OR PLACES AT WHICH THE SUBJECT DUTY IS PERFORMED (JFTR U4400). PROPORTIONAL MEAL RATE IS \$23.00 FOR MT CLEMENS, MI. MAX DAILY M/IE IS \$39.00 FOR MT CLEMENS, MI.

15. YOU ARE AUTHORIZED TO CARRY FIREARMS AND AMMUNITION WHILE PERFORMING THIS DUTY (MCO P1000.6\_ PARA 4400.8D).

16. PHYSICAL OR MENTAL INJURY OR ILLNESS THAT WOULD PROHIBIT, HAMPER OR PRECLUDE THE EXECUTION OF THESE ORDERS MUST BE REPORTED TO THE MEDICAL DEPARTMENT REPRESENTATIVE FOR DETERMINATION OF PHYSICAL OR MENTAL QUALIFICATION PRIOR TO EXECUTION. NOTE: IF YOU DO NOT MEET THE MARINE CORPS STANDARDS YOU ARE DIRECTED TO RETURN THESE ORDERS TO YOUR ADMINISTRATIVE PARENT COMMAND UNEXECUTED.

17. IF YOU ARE AFFILIATED WITH A RESERVE MILITARY UNIT, YOU ARE REQUIRED TO OBTAIN AN ANNUAL PERIODIC HEALTH ASSESSMENT AND UPDATE YOUR PHYSICAL EXAMINATION EVERY TWO YEARS. YOUR LAST PHYSICAL EXAM WAS COMPLETED ON 04 MAR 2006 AND YOUR LAST PERIODIC HEALTH ASSESSMENT WAS COMPLETED ON 03 MAR 2007. IF YOUR PHYSICAL HAS EXPIRED AND YOU HAVE NOT HAD AN ANNUAL PERIODIC HEALTH ASSESSMENT WITHIN THE PAST YEAR, YOU MUST SUBMIT A COMPLETED DD FORM 2807-1 (REPORT OF MEDICAL HISTORY) THAT HAS BEEN REVIEWED BY AN APPROPRIATE MEDICAL EXAMINER AS INDICATED IN MANMED CHAPTER 15 OR SUBMIT A DD FORM 2808 (REPORT OF MEDICAL EXAMINATION) TO YOUR PARENT COMMAND. NONCOMPLIANCE WITH THIS REQUIREMENT COULD RESULT IN REQUESTS FOR DUTY BEING DENIED. SUBMIT, WITHIN 10 DAYS, THE REQUIRED DOCUMENTATION TO THE APPROPRIATE ADMINISTRATIVE OFFICE MAINTAINING YOUR SERVICE AND HEALTH RECORDS FOR UPDATING.

18. ENSURE SNM REPORTS TO DUTY WITH ORIGINAL ORDERS, SRB AND MEDICAL RECORDS FOR PERIODS OF DUTY OVER 30 DAYS.

19. MARINES (ACTIVE AND RESERVE) AND FAMILY MEMBERS WITH QUESTIONS MAY CONTACT THE VIRTUAL FAMILY SUPPORT SERVICE PROGRAM SPONSORED BY THE MARFORRES MARINE CORPS COMMUNITY SERVICES (1-866-305-9058 OR EMAIL MCCS2MFR.USMC.MIL) AND CERIDIAN CORPORATION. THE SUPPORT SERVICE IS OPEN 24/7 AND CAN BE ACCESSED BY UTILIZING THE FOLLOWING INFORMATION: (A ) INTERNET: WWW.MILITARYONESOURCE.COM.

(B) TOLL-FREE CONUS: 800-342-9647, OCONUS: 800-3429-6477 (DIAL ALL DIGITS), OCONUS COLLECT (484) 530-5908, TTY/TDD: 800-346-9188, EN ESPANOL: 877-888-0727, KOREA: DSN 550-2769.

20. UNLESS YOU HAVE MADE AN ALTERNATE ELECTION OF REDUCED OR NO COVERAGE PRIOR TO THE ISSUANCE OF THESE ORDERS, YOU WILL AUTOMATICALLY RECEIVE SGLI COVERAGE IN THE AMOUNT OF \$400,000 DURING THE PERIOD OF THESE ORDERS. IF YOU DESIRE TO CHANGE YOUR ELECTION FOR INCREASED, REDUCED, OR NO COVERAGE, FORWARD A COMPLETED VA FORM 29-8286 TO YOUR PARENT UNIT. WHETHER BY DEFAULT OR ELECTION, YOU ARE LIABLE FOR PAYMENT OF SGLI PREMIUMS. PREMIUM PAYMENTS WILL BE AUTOMATICALLY COLLECTED FROM YOUR MILITARY PAY ACCOUNT. UNLESS YOU ELECT NO COVERAGE, ANY UNPAID PREMIUMS WILL APPEAR AS DEBITS ON YOUR LES. SGLI COVERAGE RANGES FROM \$50,000 TO \$400,000 AT A COST OF THREE DOLLARS AND

FIFTY CENTS (\$3.50) FOR EACH \$50,000 INCREMENT OF COVERAGE. ADDITIONALLY, A PREMIUM OF \$1.00 IS AUTOMATICALLY ADDED FOR TRAUMATIC INJURY PROTECTION COVERAGE (TSGLI).

21. WITHIN THREE WORKING DAYS AFTER COMPLETION OF THE TRAVEL DIRECTED HEREIN FORWARD YOUR ORIGINAL ORDERS AND REPORTING AND DETACHING ENDORSEMENT WITH A COMPLETED DD FORM 1351-2 (TRAVEL VOUCHER) TO YOUR PARENT UNIT (ATTN: PAY/ADMIN). FAILURE TO SUBMIT THESE ORDERS WITHIN THREE DAYS MAY RESULT IN YOU BEING ISSUED A LETTER OF INDEBTEDNESS TO THE GOVERNMENT. FORWARD A COPY OF THE LIQUIDATED TRAVEL VOUCHER TO CMC (MRA/MB).

22. IAW FY 04 NDAA, A MEMBER OF THE RESERVE COMPONENT WHO IS ISSUED A DELAYED-EFFECTIVE-DATE-ACTIVE-DUTY ORDER, OR IS COVERED BY SUCH AN ORDER, THAT IS, FOR A PERIOD OF ACTIVE DUTY OF MORE THAN 30 DAYS, IN SUPPORT OF A CONTINGENCY OPERATION, AS DEFINED IN 10 U.S.C., 101(A)(13)(B), SHALL BE ELIGIBLE, ALONG WITH ELIGIBLE FAMILY MEMBERS, FOR TRICARE, ON EITHER THE DATE OF NOTIFICATION OF SUCH ORDER, OR NO MORE THAN 90 DAYS PRIOR TO THE EFFECTIVE DATE OF ACTIVE DUTY PRESCRIBED IN THE ORDER, WHICHEVER IS LATER.

23. MEMBER MAY ELECT OR DECLINE TRICARE RESERVE SELECT (TRS): BEFORE TERMINATION OF THE CURRENT ACTIVE DUTY ORDER, THE MEMBER MUST ELECT OR DECLINE TRS ON THE DMDC WEBSITE

([HTTPS://WWW.DMDC.OSD.MIL/appj/tsa/index.jsp](https://www.dmdc.osd.mil/appj/tsa/index.jsp)).

ENROLLMENT: IF MEMBER ELECTS TRS ENROLLMENT, HE/SHE CAN EITHER PULL THE DD FORM 2895 FROM THE TRICARE WEBSITE

([HTTP://WWW.TRICARE.OSD.MIL/RESERVE/RESERVESELECT](http://www.tricare.osd.mil/reserve/reserveselect)) OR CONTACT THEIR PARENT MARINE CORPS RESERVE UNIT FOR ASSISTANCE. TRS ENROLLMENT MUST BE COMPLETED WITHIN 120 DAYS AFTER TERMINATION OF THE ACTIVE DUTY TOUR OR MEMBER WILL LOSE ELIGIBILITY TO ENROLL IN TRS. TRS BENEFITS BECOME EFFECTIVE 180 DAYS AFTER TERMINATION OF THE ACTIVE DUTY TOUR.

24. YOU ARE DIRECTED TO REPORT WITH THE FOLLOWING ITEMS:

- A. THESE ORDERS
- B. UNIFORM
- C. MILITARY ID CARD AND ID TAGS
- D. MILITARY OQR/SRB AND MEDICAL RECORDS (IF YOU HAVE THEM IN YOUR POSSESSION).
- E. VOIDED PERSONAL CHECK OR DEPOSIT SLIP SHOWING BANK ADDRESS AND TELEPHONE NUMBER, BANK ROUTING NUMBER, AND ACCOUNT NUMBER FOR ALLOTMENT/ENROLLMENT IN DIRECT DEPOSIT.
- F. MILITARY ISSUED GLASSES AND GAS MASK INSERTS.
- G. EQUIPMENT
- H. FOR ANY APPROVED LEGAL MEDICATIONS, COPIES OF PHYSICIAN/DENTAL PRESCRIPTION(S) OR OTHER DOCUMENTATION PLUS A MINIMUM 180 DAYS SUPPLY.

25. MARFORLANT WILL PROVIDE ANTI-TERRORISM/FORCE PROTECTION TRAINING AND INCLUDE DOCUMENTATION PRIOR TO DETACHING FROM MCB, CAMP LEJUENE.

26. SHIPMENT OF UNACCOMPANIED BAGGAGE IS NOT AUTHORIZED.

27. CALL 1-800-336-4590 (NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE) OR CHECK ON LINE AT [WWW.ESGR.ORG](http://WWW.ESGR.ORG) FOR QUESTIONS REGARDING YOUR EMPLOYMENT/REEMPLOYMENT RIGHTS.

28. ANY ADDL TVL/PER DIEM COSTS ARISING FR TVL DIR BY THE MPC OR GFC WHICH IS NOT SPECIFICALLY STATED IN THESE ORDERS WILL BE FUNDED THROUGH THESE ORDERS. ISSUE DD FORM 1610 (OFFLINE) ORDERS CITING APPN DATA FROM THESE ORDERS FOR SUCH PERIODS OF TAD. NO PTAD NOR TAD OUTSIDE THE SCOPE OF THIS CONTINGENCY IS AUTH WHILE ON PARTL MOB ORDERS.

29. GAINING COMMAND WILL REPORT CRISIS CODE 9GF IN THE UNIT DIARY UPON THE MARINE REPORTING FOR DUTY.

30. IF ACUTE, NON-EMERGENCY MEDICAL CARE IS REQUIRED FOR YOU OR YOUR FAMILY MEMBERS, CALL 1-800-931-9501 TO OBTAIN GUIDANCE AND TO RECEIVE THE REQUIRED AUTHORIZATION. IF EMERGENCY CARE IS NEEDED, GET CARE IMMEDIATELY, THEN



CONTACT THE NUMBER LISTED ABOVE ONCE CARE IS RECEIVED.

31. MOVEMENT OF HHG AND DEPNS ARE NOT AUTH. NON-TEMP STORAGE OF HHG IS AUTH FOR THE PRD OF ACTIVATION FOR SINGLE MARINES.

32. ENSURE THAT MEMBER BRINGS ALL SERVICEABLE AND UNSERVICEABLE UNIFORMS TO THEIR GAINING COMMAND.

33. THESE ARE PARTIAL MOBILIZATION ORDERS TO ACTIVE DUTY AND YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE ON THE EFFECTIVE DATE OF THESE ORDERS. IF YOU ARE UNABLE TO REPORT BY THE PRESCRIBED TIME AND DATE CONTACT THE CO, (UNIT NAME AND PHONE NUMBER). REPORT THE CIRCUMSTANCES THAT AFFECT YOU IN REPORTING BY THE PRESCRIBED TIME AND DATE, AND GIVE POSSIBLE RESOLUTION TO YOUR CIRCUMSTANCES WITH A NEW REPORTING TIME AND DATE.

34. YOU ARE ENCOURAGED TO VERIFY YOUR DEPENDENTS PRE-ENROLLMENT IN DEERS.

ACCESS THE DEERS WEBSITE AT THE FOLLOWING WEB ADDRESS HTTPS:

//WWW.DMDC.OSD.MIL/SWGOWA/WEBGAURD.LOGIN?APPL=9012&RULE+2

35. YOU ARE DIRECTED TO PROVIDE A COPY OF THESE ORDERS TO YOUR DEPENDENTS, IF APPLICABLE, FOR THEIR USE DURING YOUR PERIOD OF ACTIVATION.

36. THESE ORDERS ARE TAD EXCESS.

37. ACCRUED ANNUAL LEAVE IS HIGHLY ENCOURAGED TO BE TAKEN DURING THESE ORDERS. IT IS IMPERATIVE THAT COMMANDERS ENSURE ACCURATE ADMINISTRATIVE ACTION IS ACCOMPLISHED BY THE END OF THESE ORDERS AND TIMELY UNIT DIARY ACTION IS TAKEN UPON COMPLETION OF THESE ORDERS.

38. IN ACCORDANCE WITH SECNAVINST 5300.30D DTD 3 JAN 2006, RESERVE MARINES WHO PERFORM EXTENDED ACTIVE DUTY FOR A PERIOD OVER 30 DAYS OR ACTIVE DUTY FOR TRAINING OVER 30 DAYS IN ANY CAPACITY MUST HAVE A CURRENT NEGATIVE HIV TEST WITHIN 24 MONTHS OF EXECUTION OF ORDERS DOCUMENTED IN HEALTH AND DENTAL RECORDS. IF CIRCUMSTANCES WHERE A CURRENT HIV-1 TEST IS NOT AVAILABLE AND CANNOT BE OBTAINED PRIOR TO THE REQUIRED ACTIVE DUTY, THE RESERVE MEMBER MAY BE ORDERED TO ACTIVE DUTY AND THE HIV-1 TEST BE PERFORMED ON BLOOD DRAWN WITHIN THE FIRST 10 DAYS. IF THAT TEST IS POSITIVE, THE ACTIVE DUTY WILL BE TERMINATED AND THE MEMBER WILL REVERT TO THE INACTIVE STATUS. IN ADDITION, RESERVE PERSONNEL PERFORMING OFFICIAL DUTY OUTSIDE THE UNITED STATES FOR ANY PERIOD MUST HAVE A NEGATIVE HIV-1 TEST DOCUMENTED IN THEIR HEALTH AND DENTAL RECORDS WITHIN 12 MONTHS PRIOR TO DEPARTURE DATE.

39. THE PERIOD OF THIS ACTIVATION SPECIFIED AS YOUR MOBILIZATION EMPLOYMENT PERIOD IS FROM \_\_\_\_\_ TO \_\_\_\_\_ (12 MONTHS).

ADDITIONAL TIME SERVED UNDER THESE ORDERS FOR INDIVIDUAL SKILLS TRAINING, POST DEPLOYMENT LEAVE, AND/OR ANY ACCUMULATED POST DEPLOYMENT/MOBILIZATION RESPITE ABSENCE (PDMRA) HAS BEEN APPROVED BY THE SECRETARY CONCERNED.

40. MEMBERS UTILIZING POV TO THE ILOC WILL BE REIMBURSED UP TO GTR COST OF A PLANE TICKET. THE GTR COST IS 1310.00

41. REQUESTOR OF THESE ORDERS WAS: CPL K REQUESTOR, (111)111-1111. YOUR DUTY SITE POINT OF CONTACT IS CPL POC, (222)222-2222, POC@USMC.MIL.

21. COMMARFOR Combat Replacement and Personnel Management CONOPS Message

1. Purpose. The below message provides an example of the supported COMMARFOR's combat replacement and personnel management message.
2. This CONOPS should be issued as early as possible in the planning process to identify the manpower requirement and associated logistical and fiscal costs.

MESSAGE EXAMPLE

FM COMMARFORXXXXX  
TO  
INFO

SUBJ//COMBAT REPLACEMENT AND PERSONNEL MANAGEMENT CONOPS//

REF/A/

1. SITUATION. THIS MSG PROMULGATES COMMARFORXXXXX PLANNING GUIDANCE FOR MANPOWER AND PERSONNEL MANAGEMENT ISO POTENTIAL OPLAN XXXX INCLUDING COMMARFORXXXXX CONOPS FOR COMBAT REPLACEMENTS. THE FOLLOWING POLICIES/PROCESSES AFFECT THE PERSONNEL STATUS OF COMMARFORXXXXX COMBAT UNITS AND SHOULD BE CONSIDERED:

1.A.1. STOP LOSS AND STOP MOVE.

1.A.2. AD PERSONNEL ASSIGNED THROUGH NORMAL PCS/A PROCESS.

1.A.3. AD PERSONNEL TAD/TDY.

1.A.4. COMBAT REPLACEMENTS.

1.B. ASSUMPTIONS.

1.B.1. STOP/LOSS, STOP/MOVE RESULTS IN MAINTAINING CURRENT PERSONNEL STATUS OF COMMARFORXXXXX FORCES.

1.B.2. PCS/A'S WILL ALLOW MANNING OF CRITICAL T/O SHORTFALLS IN CONJUNCTION WITH STOP/LOSS, STOP/MOVE.

1.B.3. PERSONNEL WILL BE AVAILABLE TO ASSIGN TAD/TDY IOT FILL CRITICAL T/O SHORTFALLS AND/OR PROVIDE FOR INITIAL COMBAT REPLACEMENTS.

1.B.3. ANY RESERVE ORDER TO ACTIVE DUTY CONSTRAINTS WILL BE REMOVED ALLOWING ACCESS TO THE IRR.

1.B.4. RETIREE RECALL MAY BE IMPLEMENTED TO MAN CRITICAL SUPPORTING ESTABLISHMENT AND TRAINING ESTABLISHMENT REQUIREMENTS.

2. MISSION. DEVELOP EFFECTIVE AND INTEGRATED MANPOWER PLANS AND COORDINATE MANPOWER PLAN EXECUTION IN A MANNER THAT FULLY SUPPORTS THE DEPLOYMENT, EMPLOYMENT AND SUSTAINMENT OF MARFORXXXXX FORCES ISO OPLAN XXXX.

### 3. EXECUTION.

#### 3.A. CONOPS.

3.A.1. PERSONNEL ASSIGNED TO COMMARFORXXXX FORCES, EITHER AS UNIT T/O SHORTFALL FILLERS OR COMBAT REPLACEMENTS SHOULD BE "PUSHED" TO GFC'S THROUGH (APOE) VIA RSU'S CAMP LEJEUNE AND CAMP PENDLETON. ASSIGNED PERSONNEL WILL BE "PULLED" INTO THEATER, PER REQUEST OF (APPROPRIATE GFC) AND CG, MLC REQUIREMENTS IN COORDINATION WITH COMMARFORXXXX.

3.A.2. ASSESS ABILITY TO FILL IDENTIFIED T/O SHORTFALLS PER REF X AND SUBSEQUENT UPDATES. DC M&RA DEVELOPS PLAN TO SOURCE INITIAL T/O SHORTFALLS WITH AD PERSONNEL IN A TAD/TDY STATUS. THESE PERSONNEL SHOULD BE ASSIGNED DIRECTLY TO GFC'S FOR MINIMUM 179 DAYS. AD PERSONNEL TAD/TDY TO COMMARFORXXXX COMBAT FORCES WHO CANNOT DEPLOY WITH THEIR ASSIGNED UNIT MAY BE POOLED AS INITIAL COMBAT REPLACEMENTS OR OTHERWISE ASSIGNED PER THE GFC'S REQUIREMENTS.

3.A.3. COMBAT REPLACEMENT REQUIREMENTS ARE IDENTIFIED BY COMMARFORXXXX (CG, X MEF) AND CG, MLC CASEST'S. DC M&RA SOURCES COMMARFORXXXX COMBAT REPLACEMENTS AND ISSUES APPROPRIATE ORDERS. COMBAT REPLACEMENTS THEN PROCESS THROUGH MOB SPT BNS AT MCB'S CAMP PENDLETON AND CAMP LEJEUNE ISO MARFOR. AFTER DPLY PRSNL CTR CONDUCTS ADMIN PROCESSING AND FOLLOWING COMBAT REFRESHER TRAINING (CRT), COMBAT REPLACEMENTS JOIN DESIGNATED GAINING COMMANDS, CG, X MEF (REAR) OR CG, XX MLG/MLC AND COORDINATE THE MOVEMENT OF COMBAT REPLACEMENTS INTO (COMBATANT COMMANDER) AOR WITH COMMARFORXXXX (G1/G3).

3.A.4. COMBAT REPLACEMENT THROUGHPUT SHOULD BE ALLOCATED TO EACH MOB SPT BN IOT MAXIMIZE COMBAT REPLACEMENT GENERATION AND AVAILABILITY. SENDING ONE-HALF OF PLANNED COMBAT REPLACEMENTS TO EACH COAST WILL ACCOMPLISH THIS, HOWEVER, SIGNIFICANT COORDINATION WILL BE REQUIRED TO ENSURE THAT COMBAT REPLACEMENTS ARE APPROPRIATELY JOINED TO X MEF OR XX MLG/MLC. PLANNING SHOULD ENSURE THAT COMBAT REPLACEMENTS DESIGNATED FOR THE CG, MLC PROCESS AND TRAIN THROUGH MCB CAMP LEJEUNE TO THE MAX EXTENT POSSIBLE.

#### 3.B. PLANNING ACTIONS/GUIDANCE.

##### 3.B.1. DC M&RA.

3.B.1.A. ASSESS ABILITY TO SOURCE UNIT T/O SHORTFALLS PER REQUIREMENTS ESTABLISHED IN REF D AND SUBSEQUENT UPDATES. ISSUES APPROPRIATE ORDERS.

3.B.1.B SOURCE AND COORDINATE PROCESSING OF COMBAT REPLACEMENT COMPANIES.

##### 3.B.2. COMMARFORXXXX

3.B.2.A. VALIDATE CG, X MEF MANPOWER REQUIREMENTS.

3.B.2.B. COORDINATE MANPOWER SOURCING PLANS WITH DC M&RA.

3.B.3. COMMARFOR

3.B.3.A. SUPERVISE COMBAT REPLACEMENT ALLOCATION AND MOVEMENT INTO (COMBATANT COMMANDER) AOR PER CG, X MEF AND CG, MLC REQUIREMENTS.

3.B.3.B. COORDINATE CG, X MEF AND CG, MLC PERSONNEL RECEPTION OPERATIONS IN THEATER.

3.B.4. CG, X MEF.

3.B.4.A. UPDATE CASEST'S AND SUBMITS REQUIREMENTS TO DC M&RA (MPP-60) VIA COMMARFORXXX (G1).

3.B.4.B. JOIN PERSONNEL (PCS/A, TAD/TDY, AND COMBAT REPLACEMENTS) TO APPROPRIATE SUBORDINATE COMMANDS (CONUS) AND COORDINATE THEIR MOVEMENT INTO THEATER WITH COMMARFOR (G1/G3).

3.B.5. MARINE LOGISTICS COMMAND (MLC)

3.B.5.A. UPDATE CASEST AND SUBMIT TO DC M&RA (MPP-60) VIA COMMARFOR (G1).

3.B.5.B. JOIN PERSONNEL (PCS/A, TAD/TDY, AND COMBAT REPLACEMENTS TO CG, XX MLG AND COORDINATE THEIR MOVEMENT INTO THEATER WITH COMUSMARCENT (G1/G3).

3.B.5.C. ASSUME OVERALL RESPONSIBILITY FOR MARINE PERSONNEL RECEPTION IN XXXXXXXX. COORDINATE RECEPTION, STAGING AND ON-WARD MOVEMENT SUPPORT REQUIREMENTS WITH CG, X MEF (FWD).

3.C. COORDINATING INSTRUCTIONS.

3.C.1. PRIMARY POE'S FOR PERSONNEL ASSIGNED PCS/A, TAD/TDY, OR AS COMBAT REPLACEMENTS TO MARINE COMBAT UNITS APPORTIONED TO OPLAN XXXX IS MCB'S CAMP LEJEUNE AND CAMP PENDLETON.

3.C.2. THE PRIMARY APOD FOR PERSONNEL ARRIVING IN THEATER IS XXXXXXXX INTERNATIONAL AIRPORT.

4. ADMINISTRATION. PER DC M&RA GUIDANCE. APPROPRIATE GUIDANCE SHOULD ESTABLISH RUC/MCC STRUCTURE THAT SUPPORTS THE CONOPS ABOVE.

4. COMMAND AND SIGNAL.

4.1. COMMARFORXXX HAS OVERALL COGNIZANCE OVER PRE-N-DAY MANPOWER PLANNING ISO OPLAN XXXX.

4.2. COMMARFORXXX MONITORS THE PERSONNEL STATUS OF MARINE FORCES APPORTIONED TO OPLAN XXXX. UPON OPLAN EXECUTION CONTROLS THE ALLOCATION AND MOVEMENT OF COMBAT REPLACEMENTS INTO THEATER ISO CG, X MEF AND CG,

MCO 3000.19A  
25 Aug 2010

MLC, AND REQUESTS DC M&RA ADJUST COMBAT  
REPLACEMENT GENERATION AS THE OPERATIONAL SITUATION  
DICTATES.//  
BT

MESSAGE EXAMPLE

22. MARFOR Request for Deployment of Combat Replacements

1. Purpose. To provide an example of a COMMARFOR "pull" message for combat replacements.

2. Message Example

P DDHHHHZ MMM YY  
FM COMMARFORXXXX//G1//

TO CMC WASHINGTON DC//MRA/MP/MPP-60/MM/MMEA/MMOA/MMIA/MI/  
PPO/PO/PLN/P&R/I&L/LPO//

INFO COMBATANT COMMANDER AS APPROPRIATE  
COMUSMARCENT//COS/G1/G3/G4/G5//  
COMMARFORPAC//G1/G3/G4//G5//  
COMMARCORBASESPAC CAMP H M SMITH HI//G9//  
COMMARFORCOM//G1/G3/G4/G5//  
COMMARCORBASESLANT//G1/G3//G4/G5//  
COMMARFORRES//G1/G3/G4/G5//  
CG TECOM QUANTICO VA//TFS//  
CG I MEF//G1/G3/G4/G5//  
CG I MEF FWD//G1/G3/G4/G5//  
CG I MEF REAR//G1/G3/G4/G5//  
CG II MEF//G1/G3/G4/G5//  
COMMARCOMATCOM ALBANY GA//  
CG MCB CAMP PENDLETON CA//G1/G3/G4//  
CG MCB CAMP LEJEUNE NC//G1/G3/G4//  
CG SECOND MLG//G1/G3/G4//  
CG MARINE LOGISTICS COMMAND//G1/G3/G4//  
CG MOBCOM KANSAS CITY MO//G1/G3//  
CDR XX PERSCOM//  
CG MAGTF TRNGCOM TWENTYNINE PALMS CA//G1/G3//  
CG FIRST MARDIV//G1/G3/G4/G5//  
CG THIRD MAW//G1/G3/G4/G5//  
CG FIRST MLG//G1/G3/G4/G5//  
RSU CAMP PENDLETON CA//S1/S3/S4//  
RSU CAMP LEJEUNE NC//S1/S3/S4//

OPER/XXXXXX XXXXXXXX//

Message classification

MSGID/GENADMIN/COMMARFORXXXX G1//  
SUBJ/REQUEST FOR DEPLOYMENT OF COMBAT REPLACEMENTS (X)//  
POC/XXXXXXXXXX/MAJ/MW/MARCENT/G1/TEL: DSN XXX-XXX-XXXX/  
SIPR EMAIL: XXXXXXXXXXXXXXXX@MARCENT.USMC.SMIL.MIL/  
NIPR EMAIL: XXXXXXXXXXXXXXXX@MARCENT.USMC.MIL//  
REF/A/MSG/COMUSMARCENT/QUOTE/030121Z//  
AMPN/(X) REQUEST FOR DEPLOYMENT OF COMBAT REPLACEMENTS  
ISO XXXXXXXX OPERATIONS//  
REF/B/Other Refs as appropriate.

RMKS/1. (X) REQUEST THE DEPLOYMENT OF ALL IRR COMBAT REPLACEMENTS  
ISO OPERATION XXXXXXXXXXXXXXXX. ALL DEPLOYABLE IRR COMBAT  
REPLACEMENTS LOCATED AT MSB EAST AND MSB WEST WILL DEPLOY

ISO CG X MEF (FWD). CURRENTLY, XXX MARINES ARE LOCATED AT MSB, WEST, CAMPEN, CA, AND XXX MARINES ARE LOCATED AT MSG EAST, CAMLEJ, NC. IRR COMBAT REPLACEMENTS WILL CONTRIBUTE TO FILLING REPLACEMENT REQUIREMENTS IDENTIFIED IN PAR. 2 BELOW. REMAINING DEPLOYED PERSONNEL WILL PROVIDE A SMALL POOL OF IN-THEATER REPLACEMENTS IOT ENABLE RAPID CASUALTY REPLACEMENT IF NECESSARY (ESTIMATED XXX MARINES).

2. (X) PER REF (X), CG X, MEF REQUIRES THE FOLLOWING COMBAT REPLACEMENTS BY MOS AND GRADE.

MOS	GRADE	QTY
0121	E2	
0151	E3	
0161	E3	
	E4	
0203	O3	
0206	O3	
0291	E3	
	E9	
0302	O1	
	O2	
	O4	
0311	E1	
	E2	
	E3	
	E4	
	E5	
~		
~		
~		
6114	E3	
	E5	
6174	E6	
6337	E6	
6531	E3	
	E6	
7011	E6	
7212	E3	
7562	O3	
7563	O2	
	O3	
8404	E3	
9999	E8	
TOTAL		XXX

3. (X) X MEF REPLACEMENT REQUIREMENTS THAT CANNOT BE SOURCED FROM WITHIN IRR COMBAT REPLACEMENT POOLS MUST BE GLOBALLY SOURCED. HIGHLY RECOMMEND THAT ALL GLOBALLY SOURCED COMBAT REPLACEMENTS ASSIGNED TAD EXCESS MARSHALL AT MSB, EAST, CAMLEJ, NC FOR FOLLOW-ON DEPLOYMENT.

4. (X) REQUEST DC M&RA (MPP-60) PROVIDE COMMARFOR (G1, G3, G5) READY TO DEPLOY DATES AND MARSHALLING LOCATIONS FOR ALL IRR AND GLOBALLY SOURCED COMBAT REPLACEMENTS AS SOON AS POSSIBLE. THESE DEPLOYMENT DATES ARE ESSENTIAL TO BUILD UNIT LINE NUMBERS (ULN'S) AND ENSURE THAT ULN'S ARE VALIDATED AND STRATEGIC LIFT IS SCHEDULED IN A TIMELY FASHION. MARINES SHOULD BE MARSHALED SO THAT ULN'S CONSIST

OF NO LESS THAN 100 MARINES IOT TO ENSURE IN-TRANSIT  
VISIBILITY OF COMBAT REPLACEMENTS.

5. (X) THE APOE FOR ALL COMBAT REPLACEMENTS LOCATED ON THE  
WEST COAST IS MARCH AFB. (UNLESS OTHERWISE SPECIFIED)

6. (X) THE APOE FOR ALL COMBAT REPLACEMENTS LOCATED ON THE  
EAST COAST IS CHERRY POINT, NC. (UNLESS OTHERWISE SPECIFIED)

7. (X) INDIVIDUALS DEPLOYING TO THE ITO MUST COMPLY WITH  
(SPECIFIC MEDICAL REQUIREMENTS AS IDENTIFIED) REQUIREMENTS  
CONTAINED IN REF (X).

8. (X) PRIMARY APOD FOR COMBAT REPLACEMENT PERSONNEL  
ARRIVING IN THEATER IS XXXXXXXXXXXXXXXX AIRPORT.  
(GEOLOC).

9. (U) DIRLAUTH X MEF, MLC AND MSB'S EAST AND WEST FOR  
REPLACEMENT RECEPTION OPERATIONS.

DECL/DERI:OEF SCG OF DD MMM YY/X4//

BT

####

NNNN

MESSAGE EXAMPLE



23. Sample Service Augmentation Validation Board Report

Date

MEMORANDUM

From: Director, Current Operations Division, PP&O  
To: Director, Manpower Plans Division, M&RA

Subj: SERVICE AUGMENTATION VALIDATION BOARD (SAVB)  
RECOMMENDATION FROM DD MMM YYYY

Encl: (1) List of reviewed requirements

1. Summary of Recommendations

	Requests
Recommend Approval	4
Recommend Disapproval	25
Total	29

2. Detailed Recommendations. See enclosure (1).

3. Enclosure (1) is approved and forwarded for execution per CMC sourcing prioritization and other manpower management constraints.

4. The following board members were present.

Col I.M. Member	PP&O PO
LtCol I.M. Member	PP&O PL
LtCol I.M. Member	M&RA MMFA
LtCol I.M. Member	M&RA MM
Maj I.M. Member	M&RA MM

5. The following commands were also present at the board.

Col I. M. Present	Command/Organization
LtCol I. M. Present	Command/Organization
Maj I.M. Present	Command/Organization

6. POC for this matter is LtCol I. M. Chair, DSN XXX-XXXX.

I. M. PP&O PO/PL  
Brigadier General  
U.S. Marine Corps

SAMPLE

24. Gubernatorial Request for Federal Assistance

Purpose. To provide an example of gubernatorial action requesting Federal assistance following a state declared emergency.

"For Immediate Release  
Office of the Press Secretary  
November 14, 2002

SAMPLE

BREDESEN REQUESTS FEMA DECLARATION

Nashville, TN - Gov. Phil Bredesen has asked President Bush to declare 28 Tennessee counties a federal disaster area in the wake of last month's flooding.

Today's request is in addition to an earlier request of the U.S. Small Business Administration, which was granted last week. The new request is for a presidential declaration that would authorize assistance from the Federal Emergency Management Agency (FEMA).

The flooding caused millions of dollars' worth of damage and claimed at least two lives, both children. Middle and East Tennessee were hit with four to eight inches of rain in just 36 hours beginning February 14, and there was rainfall somewhere in Tennessee every day through February 26. Coupled with snowmelt from a recent winter storm, severe flooding resulted across the eastern two-thirds of the state. February's rainfall in Tennessee was more than twice the normal total for the month.

In his request letter, Bredesen states, "I have determined that this incident is of such severity and magnitude that effective response is beyond the capabilities of the State and the affected local governments and that supplementary Federal assistance is necessary. Both state and local governments are experiencing a large shortfall in revenue which is causing extreme financial hardships."

Preliminary assessments conducted jointly by FEMA, TEMA and local governments indicate the most severe impacts were to roads and bridges, utilities, and public buildings. Some of the counties are very rural and the damage is widespread making it very difficult to identify all the damage locations during the PDA.

Bredesen's letter also points out that some areas are still underwater and the damages cannot be determined at this time.

The counties listed in Bredesen's letter are: Anderson, Bledsoe, Campbell, Cannon, Carter, Claiborne, Cumberland, Decatur, Fentress, Grainger, Hancock, Houston, Humphreys, Jackson, Johnson, Knox, Lewis, Loudon, Marion, Meigs, Rhea, Roane, Scott, Sequatchie, Stewart, Unicoi, Union, and Van Buren."

SAMPLE

25. Presidential Authorization for Federal Assistance (DOD) to a State

Purpose. To provide an example of Presidential action authorizing Federal assistance to a state.

"For Immediate Release  
Office of the Press Secretary  
November 14, 2002

SAMPLE

President Orders Federal Aid for Tennessee

The President has declared a major disaster exists in the State of Tennessee and ordered Federal aid to supplement state and local recovery efforts in the area struck by a series of storms and tornados on November 11, 2002.

Federal funding is available to eligible individuals in the counties of Anderson, Bedford, Carroll, Coffee, Crockett, Cumberland, Gibson, Henderson, Madison, Marshall, Montgomery, Morgan, Rutherford, Scott, Sumner and Tipton.

The assistance, to be coordinated by the Federal Emergency Management Agency (FEMA), can include grants to help pay for temporary housing, home repairs and other serious disaster related expenses. Federal funding is also available on a cost share basis for hazard mitigation measures.

Joe M. Allbaugh, FEMA Director, named Gracia Szczech as the Federal Coordinating Officer for Federal recovery operations in the affected area.

The Agency said that damage surveys are continuing in other areas, and additional jurisdictions may be designated after the assessments are completed.

FOR FURTHER INFORMATION CONTACT: FEMA (202) 646-4600."

SAMPLE

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